



Quil Ceda Village  
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# Research Request for Quil Ceda Village Council Records

Requestor's full name	Date
Email address	Phone number

### Reason for research request:

- Work related** – time sensitive?  No  Yes, deadline: \_\_\_\_\_
- Personal** (Tribal members only) – Tribal member ID number: \_\_\_\_\_
- Other** – explain: \_\_\_\_\_

Select type of document you are requesting:  Minutes  Resolution  Other (explain below)

Please provide relevant information regarding your research. This should be full name, date, and subject.

**Note:** All requests will require a minimum of seven days to complete. If the documents are older than five years, it could take as long as two weeks. We will call or email you when the documents are ready for pick up.

**Disclaimer:** Although every effort is made to provide current documents responsive to your request, Quil Ceda Village (QCV) does not warrant the accuracy, content, or timeliness of any information obtained by this office and shall not be held liable for any losses caused by reliance on the accuracy, reliability, or timeliness of such information.

I, the undersigned agree to take full responsibility and reasonable precautions to prevent disclosure of information beyond the above referenced statement of "Reason of for research request," not to use for any commercial use, and not to use to intentionally, in any form, disgrace Quil Ceda Village.

Requestor's signature	Signature date
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### QCV STAFF ONLY

<input type="checkbox"/> Do not have the following document(s):	<input type="checkbox"/> Cannot provide copies of the record(s) requested due to:	<input type="checkbox"/> The following document(s) have been approved and will allow copies to be made:	Other:
Copies of document(s) request sent via <input type="checkbox"/> Scan/email <input type="checkbox"/> Pick up	Date completed	Clerk's signature	Entry No.

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