



MEMORANDUM

To : 23rd Navajo Nation Council
Office of the Speaker
Office of Legislative Services
Office of Legal Counsel
LEGISLATIVE BRANCH

From : Tom Platero
Tom Platero, Executive Director
OFFICE OF LEGISLATIVE SERVICES

Date : October 14, 2015

Subject : **Office of Legislative Services Records Section Security**

The records section within Building Four of the Office of Legislative Services will now be designated as a restricted area. Access to the area will be limited.

The legislation records that are maintained in this section are historically significant and we should do everything necessary to ensure their safe upkeep. In the past, there have been binders that have gone missing and will never be recovered. Shortly, both entrance doors will be restricted to card access only. Access will be granted to OLS staff needing access and Delegates requesting an access card. Delegates may request an access card and we will have a card issued. The upgraded security measures are meant to ensure legislative records are properly secured.

If you should have any questions, let me know. Thank you.

CONCURRENCE:

A handwritten signature in black ink, appearing to read "LoRenzo Bates", written over a horizontal line.

Honorable LoRenzo Bates, Speaker
NAVAJO NATION COUNCIL

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