

OFFICIAL FORM
FOR
RELEASE OF RECORDS
PRINCESS RECORDER AND PRINCESS BANKER

(READ ALL INSTRUCTIONS ON REVERSE SIDE BEFORE FILLING OUT THIS FORM)
DO NOT MAIL TO THE SUPREME RECORDER.

I, _____ as the duly elected _____ of _____
Recorder/Banker

Temple No. _____, Daughters of the Nile, hereby agrees to the following:

1. In the event of my death, incapacity, and/or inability to fulfill my duties as the duly elected Recorder/Banker, thereby authorize and direct the authorized representative(s) of _____ Temple, No. _____, to immediately obtain and retrieve from my premises and/or estate any and all records, equipment, materials and documents relating to my said position as Recorder/Banker of _____ Temple, No. _____. At the time of occurrence of such event, the representative(s) of _____ Temple No. _____ shall immediately contact the personal representative of my said estate, or the attorney therefore, requesting the release of such records, equipment, materials, and documents, relating to my said position.

Such items shall include, but are not limited to the following:

(Insert the inventory by attachment to this Agreement of typed listing.)

My personal representative(s) and/or attorney to contact for release of attached inventory list is:

Name: _____ Phone: _____

Address: _____

The above referenced duly authorized representative(s) of _____ Temple No. _____ shall include Queen, Royal, Tizah, Badoura, or Junior Past Queen, and such shall be the only parties authorized to remove such items from my premises and/or estate.

The removal of the above referenced records, equipment, materials and documents relating to my position shall be done immediately upon my death, incapacity (as determined by a qualified, licensed physician) and/or inability to act in my designated position (as determined by a majority vote of the members of _____ Temple, No. _____.)

The retrieval and removal of such items in question shall be coordinated and carried out between the authorized representative(s) of _____ Temple No. _____ and the individual, entity or representative of my person and/or estate.

2. In the event of my resignation from my position as Recorder/Banker, I also hereby agree, authorize and direct that I shall immediately relinquish and provide to the authorized representative(s) of _____ Temple No. _____ any and all records, equipment, materials and documents relating to my said position, including but not limited to the items and materials contained in the attached inventory list.
3. I further understand and agree that the retrieval of any and all records, equipment, and materials and documents by _____ Temple No. _____ or the authorized representative(s) thereof, relating to my said position with _____ Temple No. _____ is imperative and time is of the essence. Thus, I or the representative of my person and/or estate, must, and will, provide such, in a reasonable and timely manner, to the authorized representative(s) of _____ Temple No. _____ in order to avoid, and not create, a hardship upon the operation of _____ Temple No. _____.

On this date, I hereby agree to the above terms and conditions:

Signed this _____ day of _____, 20____

Recorder/Banker of _____ No. _____

Signature _____

Name Printed _____

INSTRUCTIONS

Each subordinate Temple shall receive two Release of Records forms. The appropriate officer shall enter her title in the first line and circle her position title in the agreement segment—third line from the bottom. Place the original of each Officers form in a file entitled "OFFICIAL RELEASE OF RECORDS" to be kept in the Princess Recorder's Office. Give a currently signed copy of each form to the Reigning Queen and the Princess Recorder and Princess Banker respectively. The Princess Recorder and Princess Banker shall be encouraged to give a copy to their personal representative(s) and/or attorney. The ORIGINAL currently signed copy shall be available for inspection by the Supreme Queen. **DO NOT MAIL/RETURN THIS FORM TO THE SUPREME RECORDER.**

SUBMISSIONS

Users recognize that they are responsible for whatever information they present, and have full responsibility for the information in each statement, including its legality, reliability, appropriateness, and good faith. The Supreme Temple shall fully cooperate with any law authorities or court order seeking or directing the removal of all properties associated to these two Subordinate Temple positions.

INDEMNIFICATION

The Temple officer's legal representative shall indemnify and be responsible for all claims, liabilities, damages, and expenses arising from any breach of these terms on behalf of the stated Officer. The officers' descendants, if this document is altered in any manner, shall not consider it being a legal document; the language and/or format shall remain as stated is essential for the protection of all parties involved.