

**OFFICIAL FORM FOR RELEASE OF RECORDS
CHAPTER SECRETARY AND CHAPTER TREASURER**

**(READ ALL INSTRUCTIONS AT THE BOTTOM OF THE FORM BEFORE FILLING OUT.
COMPLETE THREE ORIGINAL FORMS AND MAIL ONE TO THE GRAND SECRETARY)**

I, _____ as the duly elected _____
(Secretary / Treasurer of _____ Chapter No. _____, Order of the
Eastern Star, hereby agree to the following:

1. In the event of my death, incapacity, and/or inability to fulfill my duties as the duly elected Secretary/Treasurer, I hereby authorize and direct the authorized representative(s) of _____ Chapter No. _____, (hereinafter referred to as the "Chapter") 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 Secretary/Treasurer of the Chapter. At the time of occurrence of such event, the representative(s) of the Chapter 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.

- a. **Such items shall include, but are not limited to the following: (Insert the inventory and location of items by attachment to this Agreement by a typed listing.)**

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

- i. **Name** _____

Address: _____

City: _____

Email: _____ **Phone:** _____

- c. The above referenced duly authorized representative(s) of the Chapter shall include the Worthy Matron, Worthy Patron, Associate Matron, and Associate Patron, and such shall be the only parties authorized to remove such items from my premises and/or estate.
 - d. 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 in the Chapter.
 - e. The retrieval and removal of such items in question shall be coordinated and carried out between the authorized representative(s) of the Chapter and the individual, entity or representative of my personal and/or estate.
2. In the event of my resignation from my position as Secretary/Treasurer, I also hereby agree, authorize and direct that I shall immediately relinquish and provide to the authorized representative(s) of the Chapter any and all records, equipment, material and documents relating 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, materials and documents by the Chapter or the authorized representative(s) thereof, relating to my said position with the Chapter 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 the Chapter in order to avoid, and not create, a hardship upon the operation of the Chapter.

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

Signed this _____ day of _____ 20 _____

Secretary/Treasurer of _____ Chapter No. _____

Signature _____

Name Printed _____

Witness: _____ Witness: _____

Printed Name _____ Printed Name: _____

INSTRUCTIONS

Each subordinate Chapter shall receive three Release of Records forms. The appropriate officer shall enter the title of office in the first line and circle the position title in the agreement segments as necessary. Place one original of each Officers form in a file entitled "OFFICIAL RELEASE OF RECORDS" to be kept in the Secretary's office. Send a currently signed copy of each form to the Grand Secretary of The Grand Chapter of Florida Order of Eastern Star, Inc. Give a currently signed form to the Secretary and Treasurer of the Chapter respectively. The Secretary and Treasurer 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 Worthy Grand Matron or her Deputy.

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 Grand Chapter of Florida shall fully cooperate with any law authorities or court order seeking or directing the removal of properties associated to these two subordinate chapter positions.

INDEMNIFICATION

The Chapter 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 officer's 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.