

Date Received: _____



City of Whitefish
418 E 2nd Street | PO Box 158
Whitefish, MT 59937
(406) 863-2400

Public Records Request Form

Name of Requestor: _____

Requestors Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Please Note: The City strives to be responsive to requests for records and complies with Montana law that requires a timely response. However, there are numerous contributing factors in the length of time it takes to fulfill a request. Some requests may take up to 6 weeks to complete. Additionally, some information may be deemed “confidential information” that is prohibited from disclosure by Montana law. The City provides all responsive documents in PDF format only.

Description of Request:

(Be as specific as possible, including legal description of property or address, type of documentation, dates, names, etc)

I prefer to receive records via: (see pricing on the following page)

Email Mail Pick-up Other: _____

The State of Montana allows municipalities to recover costs for responding to requests for records and information. In accordance with §2-6-1006(3), Montana Code Annotated, and Resolution No. 25-32, the City charges the following fees:

Copying:	8.5" x 11" black & white copy	\$0.25 / page
	8.5" x 11 color copy	\$0.60 / page
	11" x 17" black & white copy	\$0.60 / page
	11" x 17" color copy	\$1.20 / page
	18" x 24" black & white copy	\$6.00 / page
	18" x 24" color copy	\$16.00 / page
	24" x 36" black & white copy	\$12.00 / page
	24" x 36" color copy	\$24.00 / page
	36" x 48" black & white copy	\$18.00 / page
	36 x 48" color copy	\$36.00 / page
	Black & white prints larger than 36" x 48"	\$1.50 / sq ft
	Color prints larger than 36" x 48"	\$3.00 / sq ft

Scanning:	≤ 10 pages	\$2.00 / flat fee
	11 to 50 pages	\$6.00 / flat fee
	51 to 100 pages	\$10.00 / flat fee
	> 100 pages	\$15.00 / flat fee

Digital Media:	DVD provided by requestor	\$6.00 each
	DVD not provided by requestor	\$12.00 each
	Flash Drive provided by requestor	\$6.00 each
	Flash Drive no provided by requestor (up to 8 GB)	\$20.00

Postage Fee (if applicable): Flat Fee \$3.00

Staff Time:

- (1) The fees for making public information available at a City office or facility for inspection and copying or for fulfilling a request for a single, specific, clearly identifiable, and readily available public record are \$25.00 an hour for searching, gathering, reviewing, processing, and providing information if the time required is over an hour.
- (2) The fees for fulfilling a public records request which is not a request for a single, specific, clearly identifiable and readily available public record are as follows:
 - a. A filing fee of \$5.00, which much be paid prior to the search for records is initiated; and
 - b. \$25.00 an hour for searching, gathering, reviewing, processing, and providing information if the time required is over an hour.

The City requires the actual fees to be paid in advance of releasing any records or information. For larger requests, estimated fees may be due prior to beginning the search process.