

Public Records Request Form



Name of Requester

Address

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 factors that contribute to the length of time requests take to fulfill. Some requests can be fulfilled the same day, while others may take from 2-6 weeks. Additionally, some information may be deemed “confidential information” that is prohibited from disclosure by Montana law.

Description of Request (Be specific as possible, including dates, names, legal description of property, etc.)

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:

8-1/2" x 11" black and white copy	\$0.25 / page
8-1/2" x 11" color copy	\$0.60 / page
11" x 17" black and white copy	\$0.60 / page
11" x 17" color copy	\$1.20 / page
18" x 24" black and white print	\$6.00 / page
18" x 24" color print	\$16.00 / page
24" x 36" black and white print	\$12.00 / page
24" x 36" color print	\$24.00 / page
36" x 48" black and white print	\$18.00 / page
36" x 48" color print	\$36.00 / page
Black and white prints larger than 36" x 48"	\$1.50 / sq. ft.
Color prints larger than 36" x 48"	\$3.00 / sq. ft.

Scanning:

Scan up to 10 pages	\$2.00 flat fee
Scan 11 to 50 pages	\$6.00 flat fee
Scan 51 to 100 pages	\$10.00 flat fee
Scan over 100 pages	\$15.00 flat fee

Digital media copy:

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 not provided by requestor (up to 8gb)	\$20.00 each

Postage Fee (if applicable)	\$3.00 each
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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:
 - (1) A filing fee of \$5.00 which must be paid prior to the search for records is initiated; and
 - (2) \$25.00 an hour for searching for, 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, and for larger requests, may require the estimated fees to be paid in advance of beginning the search process.

I prefer to receive records via: Email Mail Pick-up Other: _____

TO BE COMPLETED INTERNALLY

Date received: _____

To Applicant:

If marked with a check, the following applies to the records requested above. Please review and sign below if you agree to pay the fees associated, if any, with the request.

_____ (1) The records are available for inspection upon payment of the staff time fee of \$ _____. If you would like copies of the records after inspecting them, you will be required to pay all applicable reproduction fees. If you wish to receive copies of the records without first inspecting them, please sign below under APPLICANT AGREEMENT and the City will provide them after receiving payment for all applicable fees.

_____ (2) The records are **not** readily available for inspection. A filing fee of \$5.00 must be paid prior to the search of records is initiated.

_____ (b) City estimates that _____ hours will be required to fulfill the request at the rate of \$25.00 per hour for searching for, gathering, reviewing, processing and providing information if the time required is **over an hour**

_____ (c) In addition, you will be required to pay the applicable fee for copies which is estimated at \$ _____. This is just an estimate, and it may cost more to fulfill your request. You will/will not (circle) be required to pay the estimated cost prior to the City beginning the search process for the records. If you agree to pay the costs associated with this request, please sign below under APPLICANT AGREEMENT.

_____ (3) The information is not subject to disclosure pursuant to the Montana Public Records Statutes (Art. II, Sec. 9, Mont. Const.; §§ 2-6-1002, *et seq.*, MCA).

_____ (4) The request is too vague for the City to identify responsive records. Please provide further details.

_____ (5) The records requested are not in existence because they have not been created. If you would like to examine documents that may enable you to create the records yourself, please contact the Department below.

Department: _____

Name and Contact of Employee Fulfilling: _____

(END INTERNAL ONLY)

By signing your name in the space below, you acknowledge and agree to pay any fees assessed that are related to your request.

Signature Date