

REQUEST FOR PUBLIC RECORDS

I, _____ (Applicant), do hereby make application for inspection and/or copying of the following public records of the City of Colstrip, Montana:

(Please be as specific as possible to assist us in locating the records as quickly as possible.)

Applicant Signature

Date mm/dd/yyyy

NAME: _____

PHONE NO.: _____

ADDRESS: _____

Internal Use Only

TO APPLICANT:

THE ABOVE REQUESTED RECORDS ARE: (check one)

- Available for inspection in the office of the City Clerk immediately upon processing your request.
- To be copied at your expense and will be made available to you on the _____ day of _____, (year), at _____ o'clock ____ .m.
- Not subject to disclosure pursuant to Montana Public Records Statutes (Art. II, Section 9, Mont. Const., MCA 7-1-4144).
- Not in existence, due to "vagueness" of request. (Not enough information to process request.)
- Not in existence due to the fact that it requires the creation of documents.

Dept. Head Authorization _____ Date _____

I approve and agree to pay the copy fees associated with this request:

Applicant

Date: (mm/dd/yyyy)

Initials of Person Filling Request

Department

Total Charge

Note to Departments: Please forward this form to the City Clerk's Office when the request is completed and fully processed.

Copy Fees

Date:

Requestor Name:

Employee Name	Document Name	# of Copies	Time Spent	Copy Rate	Labor Cost	Total
Total						

Per Resolution No. 08-R07, the following fees will be charged:

1. No fee for Routine Public Information (see resolution for definition)
2. \$.25 per page for Non-Routine Public Information
3. Hourly rate of \$20.00 per hour, or fraction of an hour, will be charged for research and copy time.
4. Copies that are subject to the \$20.00 per hour research/copy service will be charged \$.10 per page.
5. Copies of Audio Cassettes will be \$5.00 per tape, unless the requestor supplies the audio cassette, then the fee is \$4.00 per tape.
6. Copies of Video Cassettes will be \$10.00 per tape, unless the requestor supplies the video cassette, then the fee is \$4.00 per tape.
7. Copies of Compact Disks will be charged \$4.50 per disk. If the requestor provides the CD, the fee is \$4.00.
8. Copies of Digital Video Disks will be charged \$8.00 per disk, unless the requestor supplies the DVD then the fee is \$4.00 per DVD.
9. Departments may set document fees for specific documents such as maps, plats, etc that are not specified above. A fee schedule will be adopted and posted in each department.
10. Copies of computer generated documents or electronic information will be charged as follows: the City's actual cost of purchasing the electronic media used for transferring data, if the person requesting the information does not provide the media; expenses incurred by the City as a result of computer processing charges; expenses incurred by the City for providing on-line computer access to the person requesting access; other out-of-pocket expenses directly associated with the request for information; and the hourly rate of \$20.00/hour will be charged for each hour, or fraction of an hour, after 30 minutes of research and copying service has been provided.
11. The certification charge (if requested) will be \$2.00 per page.
12. **Payment must be received before copies are released.**