



CITY OF POLSON

106 First Street East
Polson, Montana 59860
T: 406-883-8200 | F: 406-883-8238
W: www.cityofpolson.com

Date Rec'd: _____

Fee: _____

PUBLIC RECORDS REQUEST

Name: _____ Phone # _____
Address: _____ Email: _____

I request inspection / copies of the following records in your office (please be specific):

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by Montana law. Further, I understand that fees will be charged to reimburse the City for its actual cost in making the records available. Such calculation may include: staff time, costs for summarizing, compiling, or tailoring a record to meet my request. Copies of large documents may be sent to a commercial copy business in the discretion of the City. For those documents the fee will be actual cost plus staff time. I hereby request that the City of Polson Records Officer produce the records specified above. Payment in advance is required for charges estimated to be over \$25. If the City fails to find these public records or finds that these public records are exempt from disclosure. I will still be responsible for paying the staff time spent in determining the exemptions.

Signature of Requestor Date of Request

FOR OFFICE USE ONLY

The City shall provide written response to this information request within seven (7) calendar days.

- The City is not in possession of the requested records – **OR** --
- Further information is required to clarify the request. Please provide the following:
- Copies of the requested records are attached.
- The City is in possession of at least some of the requested records.
- It will take approximately to provide the records.
- The estimated cost is \$_____
- It is uncertain that the City is in possession of the records.
- It will take approximately to search for the records.
- The public records requested are exempted from public disclosure under state and/or federal law.

Information compiled by: _____ Date completed: _____

Costs for copies of documents are specified by the City's Schedule of Fees.

Number of copies made _____ x \$0.25/ sheet	= \$ _____
Consultant hours _____ x \$ _____/hr (_____)	= \$ _____
Number of audio media made _____ x \$10.00 each disk	= \$ _____
Staff time at \$ _____/hour x _____ hours	= \$ _____
Other charges: _____	= \$ _____
Total charges:	= \$ _____

PROCEDURES FOR PUBLIC RECORDS REQUEST

1. Complete and return the Records Request form with as much detailed information as you can. For City Hall records, return this form to the City Clerk. Mailed requests should be sent to: City of Polson, ATTN: City Clerk, 106 First Street East, Polson, MT 59860.
2. The request will be stamped with the date and time received.
3. The City will provide a written response to your request within seven (7) calendar days but may also provide a verbal response to your request within less than seven (7) calendar days which includes an estimated time to review and will include a cost estimate. Written confirmation **MUST** be received that you want the City to proceed with your request. Estimates over \$25 will be paid in advance. If payment is not received within 5 calendar days of notification to the requester, the request will be considered withdrawn.
4. If you are inspecting records at City Hall, a place will be provided for reviewing the files. During inspection, you may attach a sticky note to the document or as directed by the staff person supervising the inspection. In no instance shall the document be marked or removed from its sequence without authorization.
5. When your inspection has been completed, return all files. If staff is available, the copies will be made available at that time. If staff is not available to copy the requested pages at that time, a timely estimated date of completion will be provided; and you will be called at the phone number on this form once staff has had time to copy the requested pages.
6. If more than one person wants to look at files at the same time, reservations must be made in advance. The staff time fee will be charged to cover a staff person's time for remaining in the room with the files.
7. Please refer to the City of Polson Public Requests for Information Policy and Procedure for additional details related to public records requests.