



**City of Three Forks**  
**PO Box 187**  
**Three Forks, MT 59752**  
**Phone/Fax (406) 285-3431**



**REQUEST FOR PUBLIC RECORDS POLICY**

As custodians of public information, the City of Three Forks recognizes the public's right of access to public records. Please read the information pertaining to the City's procedure for providing requested information.

The City of Three Forks will provide an effective and timely response to requests for public records under §2-6-101, MCA. The City will make every effort to provide assistance and prompt, accurate and courteous service in a timely manner. Please note that some requests may take longer to accomplish depending on file storage location and staff availability.

*\*\*Most record requests are at very little cost and fulfilled timely. However, in some instances a fee may be associated (broken into half-hour increments) for the time involved researching, any print copies or electronic data of the request, pursuant to §2-6-110, MCA.\*\**

- This may include requests requiring significant time researching across numerous departments, old and archived records, voluminous records, etc.
- Request for analysis, compilation, extractions, comparisons, chronologies and other assemblages of existing material.

All records requests are to be directed to the City Clerk(s), who will provide the City's response. This request form may be obtained from City Hall or the City's website. Once received, it will be routed to the proper department for processing. The department will provide the Clerk(s) with the requested information, and the amount of time involved researching the request. The Clerk(s) will be responsible for communicating the status of the request, and any amount due for copies and/or research time, to the requestor. Upon receipt of any monies due, the requested information/documentation will be provided to the requestor. Requests for information that is protected or prohibited from public release by law may be denied and the requestor contacted and informed of this. Public documents containing exempt information may be released after redaction.

Please complete the request form on side 2 of this policy. A title or reasonable description of the requested information is required for all information not readily available or dependent upon staff availability if the request cannot be fulfilled immediately.

**FEES:**

| <b>COPIES</b>              |               |                                                   |
|----------------------------|---------------|---------------------------------------------------|
| 8.5 x 11 inch copy         | \$0.15 / page | Electronic data will be charged at \$0.03 / page. |
| 8.5 x 14 inch copy         | \$0.15 / page |                                                   |
| 11 x 17 inch copy          | \$0.25 / page |                                                   |
| <b>STAFF TIME</b>          |               | <b>PROFESSIONAL STAFF</b>                         |
| First 15 minutes           | No charge     | No charge                                         |
| Between 15 - 30 minutes    | \$15          | Hourly rate same as incurred by City              |
| Each additional 30 minutes | \$15          | Hourly rate same as incurred by City              |



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REQUEST FOR PUBLIC RECORDS FORM

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email (required if you choose electronic delivery) \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Description of Document or Research: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I have read the City of Three Forks' Public Records Policy, and I agree to pay fees associated with the request for this document(s)/research.*

Signature of Applicant: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Application Received \_\_\_\_\_

\_\_\_\_\_ Available for inspection in the office of City Clerk immediately upon processing request.

\_\_\_\_\_ Record copied and released # of copies \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ Recorded hours for staff research \_\_\_\_\_ Hours @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Research provided by (Name/Department) \_\_\_\_\_

\_\_\_\_\_ Record provided, protected material redacted

\_\_\_\_\_ Record is excluded from Public Access, pursuant to §7-1-4144, MCA (please explain): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Other reason request unfulfilled (please explain): \_\_\_\_\_

\_\_\_\_\_