



## RECORDS REQUEST FORM

Please fill out the information below to request public records. Submitting a request via this form does not constitute service of process for any purpose, including, without limitation, service of a subpoena or service of a complaint. **Return completed forms to:** Mountain Line, 1221 Shakespeare St, Missoula, MT 59802 OR email to [info@mountainline.com](mailto:info@mountainline.com).

### Requester Contact Information:

Prefix	First Name*	Middle Name	Last Name *
Date of Birth	Company		
Primary Email Address			
Street Address	City	State/Region	
Zip/Postal Code	Country		
Mailing Address (if different from above):	City	State/Region	
Zip/Postal Code	Country		
Primary Phone Number	Additional Phone Number		

### How would you like to receive documents?

Electronically

Hard Copy (Printing costs may apply.)

Describe the records you are seeking. Provide a detailed description of the record(s) requested, including: (1) type of record; (2) time frame or dates for the records sought; and (3) subject matter or key words related to the records. Record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking. Use an additional page if necessary.

### Costs and Timeline

MUTD will respond to your request as soon as it is able. Please be advised that there may be costs associated with producing the documents you have requested. You will be notified of any costs prior to incurring them. Documents will not be compiled or produced until any costs have been paid.

If a requestor fails to fulfill his or her obligations to inspect the records, pay the deposit, pay the required fees for an installment, or make final payment for the requested copies, after 30 days the request may be administratively closed.

Signature\*

Date of signature\*

## **MUTD RECORDS REQUEST PROCEDURES AND FEE SCHEDULE**

1. All request for public records except requests for confidential documents, and documents concerning safety and security (§ 2-6-1003 and § 2-6-1002 MCA) shall be subject to this policy.
2. All public record requests shall be made through the executive assistant or designee of the general manager.
3. Request for public records forms are to be completed for any public records requests. The form serves three functions: (1) to give MUTD a comprehensive understanding of the types of records being requested; (2) to be able to contact a requester if a request cannot be responded to in a timely manner; and, (3) to provide a receipt for monies collected.
4. The executive assistant shall be the officer of record for completed records request forms. All request forms should be forwarded to the executive assistant upon completion and response to the request.
5. All request for public records forms must be signed by the department head (or his/her designee) for the respective department. This shall constitute authorization for departmental staff to fill the request.
6. It should be noted on the form what documents/files were reviewed or copied and the charges, if any, that were charged.
7. Staff shall make copies of public records during normal office hours. For security reasons and to avoid unreasonable disruption of operations, copying facilities will not be available for use by the public.
8. Records will be provided in the form they exist, allowing the requester to inspect the records and compile data in their own format. MUTD is not required to alter or customize public information to provide it in a form specified to meet the needs of the requesting person.
9. Computer or electronic records may be made available. (See details under Fees/Charges). Staff shall notify requester of the hourly rate that will be charged under this section, BEFORE proceeding with processing the request, thereby allowing requester the right to cancel the request.
10. NO NEW DOCUMENT OR RECORD will be created to respond to a records request. Applicable records may be made available for requester to compile his/her own data.
11. If a significant number of copies are made for the requester, the requester must sign an acknowledgment, confirming receipt of the copies.
12. Once a request for records has been received, MUTD has up to ten (10) business days to respond to the applicant to clarify the request, provide a cost estimate, and inform the requesting party of any additional time needed to fulfill the request.
13. Any request which does not refer to an “identifiable” public record shall not be processed until the requester provides further information. It shall be the responsibility of the department receiving the request to notify requester that further information is required before the request can be processed and to attempt to get that information, so the request can be processed in a timely manner.

14. To maintain the integrity and security of MUTD records, staff may need to supervise the requester's examination of public records.
15. Prohibition on distribution or sale of mailing lists §2-6-1017 MCA. To protect the privacy of those who deal with local government, a public agency may not distribute or sell a distribution list without first securing the permission of those on the list and a list of persons prepared by a public agency may not be used as a distribution list without first securing the permission of those on the list except by that agency.

For purposes of MUTD's public records request policy, a "distribution list" means any list of personal contact information collected by a public agency and used to facilitate unsolicited contact with individuals on the distribution list.

16. If a department is unsure as to whether the information can be released to the public because of potential privacy or confidentiality concerns, they will contact MUTD's attorney.
17. If a department has received a ruling from the attorney regarding a certain type of record created and maintained by the department, the department shall continue to use that directive for the record until notified otherwise.
18. Due to the nature of change in public agency operations, "drafts" often represent work in various stages of completion. Drafts should be stamped or labeled "DRAFT," and if copies are provided to the requester, the requester should be advised that the document is NOT final and is subject to change.
19. Payment for charges must be received for copies released to the requester, whether in person, by mail, or electronically.
20. Should it be determined to deny a request for public records and not release information or records, in whole or in part, a written explanation shall be provided to the requester for the denial.
21. This resolution does not supersede any rules of evidence or rules governing the production of information or documentation in the court of litigation.

<b>Fees/Charges:</b>		
1.	Photocopy charge	\$0.15/page
2.	In addition to the photocopy charge set forth above, an hourly fee will be charged for each hour, or fraction of an hour, after 30 minutes of copying/research to fulfill the request (including electronic/non-print records).  Requester shall be provided an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gathered.	The fee may not exceed the <u>actual costs</u> directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fee must be documented. The fee may include the time required to gather public information.
3.	Published material and/or documents prepared by commercial printing shops will be based on a “document charge” if the entire document is requested. The department will set the fee to recover costs.	Actual Cost
4.	Departments may set document fees for specific documents contained in their departments, such as maps, plats, police reports, etc. A fee schedule will be posted in each department for those departments that have a fee schedule. For records not specific to a department, the departmental fee schedules should not conflict with the specific charges listed in this section.	
5.	Copies of records on Digital Media (for example: CD, DVD, Flash Drive)	Actual Cost
	Label, case, and or sleeve for CD/DVD	Actual cost
	Postage or delivery charges	Actual cost
	If materials need to be copied by an outside source, the requestor pays the actual amount invoiced to MUTD by the vendor.	Actual cost
	<i>Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request</i>	
6.	Requests from other cities/towns	No Charge
7.	Requests from other governmental agencies	Reciprocal Basis

8.	To maintain the integrity and security of agency records, an hourly fee will be charged for each hour, or fraction of an hour after 30 minutes, for MUTD staff supervision of requester's inspection of public records.	The fee may not exceed the <u>actual costs</u> directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fee must be documented. The fee may include the time required to gather public information.
9.	Certified Copies of Public Records	\$0.30/document
10.	Payment for charges must be received for copies released to the requester, whether in person, by mail or electronically.	