



Town of West Yellowstone, MT

(406) 646-7795 Fax (406) 646-7511 440 Yellowstone Ave. West Yellowstone, MT 59758
Web: www.townofwestyellowstone.com info@townofwestyellowstone.com

Request for Information

I request the following information from the Town of West Yellowstone. I understand that the information will be provided under the provisions of the Public Information Act and that a fee may be charged for the information.

Request made by: _____ Date of Request: _____

Address: _____ Phone: _____

Email: _____ Fax: _____

Specific Records Requested:

Signature of Requestor

Date

In accordance with Resolution No. 661, charges for copies are as follows:

PUBLIC RECORDS - No Search Required (Print Media):

Standard size (up to 11" x 17")

Up to 10 pages printed or copied: No charge.

More than 10 pages printed or copied: \$0.15 per page for every page over 10.

Nonstandard size (over 11" x 17"): Actual charges assessed by third party to produce nonstandard size documents.

PUBLIC RECORD SEARCH - Except Criminal Case Defendants:

Electronic search for up to 5 records, printing up to 10 pages of electronically stored documents, and certification: \$5.00 per search for up to 5 records

Search, retrieval, and copying of original documents stored in a location that is not accessible to the public (up to 10 pages): \$10.00 per search per name or report number per date

For copies requiring printing or copying of more than 10 pages: \$0.15 per page

A defendant in a pending criminal action or the defendant's attorney may obtain copies of documents regarding the case at no cost, either for searching, copying, or printing from the Town Attorney's office.

ACCIDENT REPORTS (if not confidential criminal justice information) (Print Media) (Confidential Per §61-7-114, MCA, with exceptions):

Cost of research and copying: \$5.00 per report

Cost of mailing (if required): \$1.00 per report

REPORTS CONTAINING BOTH CONFIDENTIAL AND PUBLIC INFORMATION (Print Media):

Each record or report up to 5 pages \$1.00 per report

Copying more than 5 pages in report \$1.00 plus \$0.15 per page beyond the first 5 pages

PUBLIC RECORDS (Non-print Media):

Charges per §2-6-110, MCA:

(1) the Town's actual cost of purchasing the electronic media used for transferring data, if the person requesting the information does not provide the media; and

(2) expenses incurred by the Town for providing on-line computer access to the person requesting access; and

(3) other out-of-pocket expenses directly associated with the request for information, including the retrieval or production of electronic mail; and

(4) hourly rate for the current fiscal year for the average wage of a Town employee classified as a deputy town clerk and a town clerk for each hour, or fraction of an hour, after one-half hour of copying service has been provided.

ADDITIONAL CHARGES:

Binding or notebook binder: Reimbursement of actual cost for the binding or binder

Certified copy: \$1.00 per record plus copying costs for public records

In the event the documents responsive to a request require the review of the Town Attorney, any costs associated with such review shall be the Responsibility of the Requester.

For Town Use Only

Received By: _____ Date: _____

No. of Pages Copied: _____ Fee: _____ Amount Paid: _____

Staff time of Request: _____

NOTES/COMMENTS: