

# TOWN OF PLEVNA

**PO BOX 97  
121 Main Street North  
PLEVNA MT 59344**

## REQUEST FOR PUBLIC RECORDS POLICY

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

The Town of Plevna will provide an effective and timely response to requests for public records under MCA 2-6-1006(2). The Town will make every effort to provide assistance with prompt, accurate and courteous service in a timely manner. Please note that some requests may take longer to accomplish depending on file storage and location and staff availability.

\*\*\*Most record requests are at very little cost and fulfilled timely. However, in some instances a fee may be associated for the time involved researching, any print copies or electronic data of the request, pursuant to MCA 2-6-1006(3).\*\*\*

- This may include requests requiring significant time researching across numerous departments, old and archived records, voluminous records, ect.
- Requests for analysis, compilation, extractions, comparisons, chronologies, and other assemblages of existing material is subject to a fee for time.

All records requests are to be directed to the Town Council, who will provide the Town's response. The records request form may be obtained from the Town Office or the Town's website. Once received, it will be routed to the Town Clerk for processing. The Town Clerk will be responsible for communicating the status of the request and any amount due for copies and 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.

### **FEE SCHEDULE:**

#### **COPIES:**

8.5X11 inch copy      \$0.25/page

11x17 inch copy      \$0.30/page

Electronic data will be  
charged at \$0.15/page.

#### **STAFF TIME:**

First 15 minutes      No Charge

15-30 minutes      \$10

Each additional      \$10

30 minutes

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## REQUEST FOR PUBLIC RECORDS FORM

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

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

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

Documents you are requesting (please be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I understand that there may be charges per the attached fee policy for the Town of Plevna. I have read the Town of Plevna's Public Records Policy, and I agree to pay fees associated with the request for this document(s). This request must be submitted at a Town Council Meeting. Documents will be provided within 30 days, but depending on the request, research time may take longer.*

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

### FOR OFFICE USE ONLY

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

\_\_\_\_ Available for inspection in the Office of Town Clerk immediately upon processing request.

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

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

Research provided by (Name/Dept.) \_\_\_\_\_

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

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

\_\_\_\_ Other reason request unfulfilled: \_\_\_\_\_