

REQUEST FOR DISCLOSURE OF PUBLIC RECORDS  
Missoula County Public Schools



Name of person requesting information: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Description of public records for which disclosure is requested (please be specific):

Fees:

- a. Copy of Board minutes – 15 cents per page
- b. Copy of other materials – 25 cents per page
- c. No charge for copy emailed to requester
- d. If mailing is involved actual postage cost will be charged.
- e. The actual costs directly incident to fulfilling a records request in the most cost-efficient and timely manner possible, including but not limited to the time required to gather the requested information.
- f. If the requested material does not exist and the District agrees to provide it in the form requested, time spent creating the requested material shall be charged at the employee's regular hourly rate of pay.

Number of pages reproduced ( \_\_\_\_\_ x \_\_\_\_\_ cents) + wages \_\_\_\_\_ + postage \_\_\_\_\_ = \$ \_\_\_\_\_

I agree to pay the appropriate fees.

Checks should be made payable to MCPS.

\_\_\_\_\_  
Signature of Person Making Request

Please email the completed application to  
Lenora Jacobs [ljacobs@mcps.k12.mt.us](mailto:ljacobs@mcps.k12.mt.us).

I certify the above request has been complied with on: \_\_\_\_\_

Date

District Representative \_\_\_\_\_

Title \_\_\_\_\_