

1401F – Oct. 2015

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) times (applicable rate per page) + applicable charge for wages + applicable postage is equal to total.

I agree to pay the appropriate fees.

Checks should be made payable to MCPS.

Signature of Person Making Request:

I certify the above request has been complied with on this date:

District Representative:

Title: