

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. A \$5 filing fee, as provided by law;
- d. If mailing is involved actual postage cost will be charged.
- e. The District will charge the actual costs directly incident to fulfilling a records request in the most cost-efficient and timely manner possible, not to exceed \$25 per hour, 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

I certify the above request has been complied with on: _____

Date

District Representative _____

Title _____