



City of Columbus

PO Box 549
Columbus, MT 59019
(406) 322-5313



REQUEST FOR PUBLIC RECORDS POLICY

As custodians of public information, the City of Columbus recognizes the public’s right of access to public records. Please read the information pertaining to the City’s procedure for providing requested information.

The City of Columbus will provide an effective and timely response to requests for public records under §2-6-101, MCA. The city will make every effort to provide assistance and prompt, accurate and courteous service in a timely manner. Please note that some requests may take longer to accomplish depending on file storage location and staff availability.

Most records request 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 §2-6-110, MCA.

- This may include requests requiring significant time researching across numerous departments, old and archived records, voluminous records, etc.
- Request for analysis, compilation, extractions, comparisons, chronologies and other assemblages of existing material.

All records request are to be directed to the City Clerk, who will provide the City’s response. This request form may be obtained from City Hall or the City’s website. Once received, it will be routed to the proper department for processing. The department will provide the Clerk with the requested information, and the amount of time involved researching the request. The Clerk will be responsible for communicating the status of the request, and any amount due for copies and/or 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.

Please complete the request form on page 2 of this policy. A title or reasonable description of the requested information is required for all information not readily available or dependent upon staff availability if the request cannot be fulfilled immediately.

FEES:

COPIES	\$0.25 per page	STAFF TIME	
		First hour free	
DIGITAL MEDIA	\$25.00 per hour	Additional hours	\$25.00 per hour
	Plus cost of external drive		
		Professional Time	Rate that is incurred by the city
Certified Copy or Postage Fee	\$5.00 flat fee		



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REQUEST FOR PUBLIC RECORDS FORM

Applicant _____ Date _____

Mailing Address _____

Email (required for electronic delivery) _____

Phone# _____ Alternate # _____

Description of Document or Research: _____

How would you like to receive your requested documents: _____

I have read the City of Columbus' Public Records Policy, and I agree to pay the fees associated with the request for this document(s)/research.

Signature of Applicant: _____

FOR OFFICE USE ONLY

Date application received _____

___ Available for inspection in the office of City Clerk immediately upon processing request.

___ Record copied and released # of copies _____ @ \$ _____ = \$ _____

___ Recorded hours for staff research _____ hours @ \$ _____ = \$ _____

Research provided by (Name/Department) _____

___ Record provided, protected material redacted

___ Record excluded from Public Access, pursuant to §7-1-4144, MCA (please explain):

___ Other reason request unfulfilled (please explain): _____
