

Date Received: _____



City of Whitefish
418 E 2nd Street | PO Box 158
Whitefish, MT 59937
(406) 863-2400

Public Records **Request Form**

Name of Requestor: _____

Requestors Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Please Note: The City strives to be responsive to requests for records and complies with Montana law that requires a timely response. However, there are numerous contributing factors in the length of time it takes to fulfill a request. Some requests may take up to 6 weeks to complete. Additionally, some information may be deemed “confidential information” that is prohibited from disclosure by Montana law. The City provides all responsive documents in PDF format only.

Description of Request:

(Be as specific as possible, including legal description of property or address, type of documentation, dates, names, etc)

I prefer to receive records via: (see pricing on the following page)

Email Mail Pick-up Other: _____

The State of Montana allows municipalities to recover costs for responding to requests for records and information. In accordance with §2-6-1006(3), Montana Code Annotated, and Resolution No. 18-14, the City charges the following fees:

Copying: (per page)

8.5" x 11" black & white copy	\$0.25
8.5" x 11 color copy	\$0.60
11" x 17" black & white copy	\$0.60
11" x 17" color copy	\$1.20
18" x 24" black & white copy	\$6.00
18" x 24" color copy	\$16.00
24" x 36" black & white copy	\$12.00
24" x 36" color copy	\$24.00
36" x 48" black & white copy	\$18.00
36 x 48" color copy	\$36.00

Scanning: (flat fee)

≤ 10 pages	\$2.00
11 to 50 pages	\$6.00
51 to 100 pages	\$10.00
> 100 pages	\$15.00

Digital Media: (each)

DVD	\$12.00
Flash Drive	\$20.00

Postage Fee:

Flat Fee	\$3.00
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Staff Time:

< 15 minutes	No charge
Administrative	\$25.00/hour
Professional	\$46.00/hour
Executive	\$76.00/hour

The City requires the actual fees to be paid in advance of releasing any records or information. For larger requests, estimated fees may be due prior to beginning the search process.