

City of Livingston, Montana  
220 East Park Street  
Livingston, MT 59047  
Telephone: (406) 823-6000  
Email: [citymanager@livingstonmontana.org](mailto:citymanager@livingstonmontana.org)

### REQUEST FOR PUBLIC RECORDS

**NOTE: City of Livingston will respond timely to accommodate this request.**

Date of request: \_\_\_\_\_

Is this a request to inspect or a request for copies?

Inspect: \_\_\_\_\_

Copies: \_\_\_\_\_

Pursuant to Article II Section 8 through 10 of the Montana Constitution and Title 2 Chapter 6 of the Montana Code Annotated (MCA) I am requesting copies of the following records from the City of Livingston: (Describe the records you want, where they might be located, time frame, author, recipient, type, i.e., reports, letters, memoranda, forms, e-mail, etc.)

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**Fees: (Check one.)**

\_\_\_\_ I am willing to pay applicable fees:

**FEES/CHARGES:**

(1) Fees may be charged in accordance with §2-6-1006 MCA for available public records.

(2) Copy charges will be set at \$0.10/page for copies of any material deemed to be Non-Routine Public Information. The hourly rate of the individual or individuals charged with the collection and or production of the records may be charged for each hour, or fraction of an hour, of copying/research service has been provided.

(3) Published and/or documents prepared by commercial printing shops will be based on a "document charge" if the entire document is requested. Copies of audio cassettes or digital recordings will be \$5.00/tape/cd, provided the department has the ability to produce copies plus the City's cost for the tape/cd and the hourly cost of the employee who must produce the record.

(4) Copies of video cassettes, if available, will be \$7.50/tape, provided the department has the ability to produce copies plus the City's cost for the tape and the hourly cost of the employee who must produce the record.

(5) Departments may set document fees for specific documents contained in their departments, such as maps, plats, etc. The Department will set the fee, to recover costs.

(6) Copy fees may not be charged to other cities requesting materials, and copies for other governmental agencies or professional organizations may be provided on a "reciprocal" basis; if they charge the City, they will be charged.

(7) The certification charge will be \$5.00.

(8) Payment for charges must be received before copies are released to the requester, whether in person, by mail, by FAX or e-mail.

\_\_\_\_ I am requesting a fee waiver. Justification for fee waiver is attached. (Attach separate sheet.)

Requested by: \_\_\_\_\_

Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_/\_\_\_\_\_  
Contact Telephone/Email

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**(Do not write below this line – for internal routing only)**

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Request Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Response on Fees Due: \_\_\_\_\_

Transmitted for response to \_\_\_\_\_

Date of transmittal: \_\_\_\_\_

Transmittal received by \_\_\_\_\_

Date of Transmittal receipt: \_\_\_\_\_

Time extension to: \_\_\_\_\_ Extension Notice sent on: \_\_\_\_\_

Amount of time (in hours) used to complete this request: \_\_\_\_\_

Date Response Made: \_\_\_\_\_ Document

does not exist: \_\_\_\_\_

Document not identifiable: \_\_\_\_\_

Number of Copies Made: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee Responding

\_\_\_\_\_  
Printed Name of Employee Responding \_\_\_\_\_ Date  
transmitted to City Administrative Office for Response: \_\_\_\_\_

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**DATE OF RESPONSE:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**THE ABOVE REQUESTED RECORDS ARE: (check one)**

\_\_\_\_\_ Available for inspection in the Administrative Office immediately upon processing your request.

\_\_\_\_\_ To be copied at your expense and will be made available to you on the day of \_\_\_\_\_, 20\_\_\_\_, at o'clock \_\_ M.

\_\_\_\_\_ Not subject to disclosure pursuant to Montana Records Statutes, i.e. the demands for individual privacy clearly exceeds the merits of public disclosure. (Art. II, Sec. 10, Mont. Const. §44-5-303 MCA)

\_\_\_\_\_ The subject of a written request for a determination from the Attorney General as to whether they are subject to disclosure.

\_\_\_\_\_ Not in existence, due to "vagueness" of request. (Not enough information to process request).

\_\_\_\_\_ Not in existence due to the fact that it requires the creation of documents.

**Fees due prior to release of records:**

Number of Pages \_\_\_\_\_ x 10¢ per page = \$ \_\_\_\_\_

Processing fees at \$ \_\_\_\_\_ per hour for \$ \_\_\_\_\_

Processing fees at \$ \_\_\_\_\_ per hour for \$ \_\_\_\_\_

**Total Fees and costs:** \$ \_\_\_\_\_

\_\_\_\_\_  
**City Manager or designee**

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