

REQUEST FOR PUBLIC RECORD
Great Falls Public Schools
Great Falls, Montana

All District records except those restricted by state and federal law shall be available to citizens for inspection at the Clerk's office.

As per Board Policy 1401-Records Available to the Public states that: *A reasonable fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following the request.* Board Regulation 1401R sets the fees as:

- a) Copy of Board minutes - 15¢ per page
- b) Copy of other materials - 25¢ per page
- c) Time spent researching a copy project will be charged at the employee's hourly rate of pay

In order to complete your request, please complete the following. Return information is indicated at the bottom of this form:

Your Name _____
Address _____
Phone Number _____
E-Mail _____
Specific Record(s) Requested _____

_____ I understand that there are costs associated with the request and give the District permission to proceed. Further, I agree to pay the associated costs immediately upon receipt of the requested information by presentation of an invoice.

_____ I would like an estimate of the costs associated before I give permission to the District to proceed.

_____ I do not wish to proceed with my request.

Signature _____ Date _____

Please return this form to:
Candi Standall, Business Office Lead
1100 4th St. S.
Great Falls, MT 59403
Fax #: 406-268-6067
candi_standall@gfps.k12.mt.us

Signature of Receipt of Requested Records:

Signature _____ Date _____