

## REQUESTS FOR PUBLIC RECORDS

### Great Falls Public Schools

Great Falls Public Schools follows procedures contained in the Montana Codes Annotated regarding the efficient and effective management of public records and public information:

<http://www.leg.mt.gov/bills/mca/2/6/2-6-1001.htm>, <http://www.leg.mt.gov/bills/mca/2/6/2-6-1002.htm>,  
<http://www.leg.mt.gov/bills/mca/2/6/2-6-1003.htm>, <http://www.leg.mt.gov/bills/mca/2/6/2-6-1006.htm>,  
<http://www.leg.mt.gov/bills/mca/2/6/2-6-1009.htm>, and <http://www.leg.mt.gov/bills/mca/2/6/2-6-1012.htm>.

See also GFPS Board Policy 1401-Records Available to the Public:

<http://www.gfps.k12.mt.us/districtinformation/boadpolicy/1000-series-board-trustees#1401>

### **Public Information Definition:**

"Public information" means information prepared, owned, used, or retained by any public agency relating to the transaction of official business, regardless of form, except for confidential information that must be protected against public disclosure under applicable law.

### **How to Submit a Request for Public Records:**

1. Write your request in a letter or email, or use this [FORM](#)
2. The following information must be included regardless of the means of request:
  - a. Your full name
  - b. Your address
  - c. Your phone number
  - d. Your email address
  - e. A specific description of the public information requested
3. Mail, email or submit your request to:  
Office of the Superintendent  
Great Falls Public Schools  
Physical address: 1100 4<sup>th</sup> St. S., Great Falls, MT 59405  
Mailing address: P.O. Box 2429, Great Falls, MT 59403  
Email address: [superintendent@gfps.k12.mt.us](mailto:superintendent@gfps.k12.mt.us)

### **Other Information:**

1. Upon receiving a request for public information, GFPS will respond in a timely manner to the requesting person by:
  - a. making the public information available for inspection and copying by the requesting person; or
  - b. providing the requesting person with an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gathered and any fees that may be charged.
2. GFPS may charge a fee for fulfilling a public information request. GFPS may require the requesting person to pay the estimated fee prior to identifying and gathering the requested public information. Fees are as per Board Policy 1401R: <http://www.gfps.k12.mt.us/districtinformation/boadpolicy/1000-series-board-trustees#1401R>
3. GFPS is not required to alter or customize public information to provide it in a form specified to meet the needs of the requesting person. If GFPS agrees to customize a records request response, the costs of the customization may be included in the fees charged by the agency.