



CITY OF MILES CITY

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MILES CITY, MT 59301

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REQUEST FOR PUBLIC RECORDS POLICY

As custodians of public information, the City of Miles City 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 Miles City will provide an effective and timely response to requests for public records under §2-6-101, MCA. The City will make every effort to assist and provide 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 record requests are at very little cost and fulfilled timely. However, in some instances a fee may be associated (broken into half-hour increments) 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 requests 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 by email after contacting the City Clerk. 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 side 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		Flash drive/supplied by The requestor: \$12.00	SCANNING	
8.5 x 11 inch copy	\$0.50 / page		Scan up to 10 pages	\$2.00 flat fee
8.5 x 14 inch copy	\$0.50 / page		Scan 11 to 50 pages	\$6.00 flat fee
			Scan 51 to 100 pages	\$10.00 flat fee
			Scan over 100 pages	\$15.00 flat fee
DIGITAL MEDIA				
Email	No charge			
			POSTAGE FEE	\$5.00
STAFF TIME			CERTIFIED COPY	Additional \$2.00
First 15 minutes	No charge			
Administrative	\$25.00 per hour			
Professional	\$46.00 per hour			
Executive	\$76.00 per hour			



CITY OF MILES CITY

City of Miles City -Public Records Request Form

Request for City Employee Information

Date: _____
Requestor Name: _____
Address: _____
Phone: _____
Email: _____

I am requesting access to public records under the Montana Public Records Act. Please check the boxes next to the information you are requesting:

- ☐ Full names of current city employees
- ☐ Job titles and departments
- ☐ Hire dates and length of service
- ☐ Salary or compensation details
- ☐ Work contact information (email or phone, if applicable)
- ☐ Organizational chart or reporting structure
- ☐ Employment status (full-time, part-time, contract)
- ☐ Other (please specify): _____

Preferred Format for Receiving Records: note: the charges are included on page 1

- ☐ Email
- ☐ Printed copy (mail or pick-up)
- ☐ In-person review

Thank you for your assistance.

Signature: _____
Date: _____