

Date Received: _____

Fee: _____

Lakeside County Water and Sewer District

PUBLIC RECORDS REQUEST

I, _____ (Applicant), do hereby make application for inspection and/or copying of the following public records of Lakeside County Water and Sewer District.

Records Requested (Please be as specific as possible):

Applicant Signature

Date

I prefer to receive my request via (Circle One): Email Mail Pick-Up

Name: _____ Organization if Applicable: _____

Phone: _____ Email: _____

Mailing Address: _____

Please submit completed and signed form to:

info@lcwsd.net or Lakeside County Water & Sewer District 253 Bierney Creek Rd, Lakeside, MT 59922

FOR INTERNAL USE ONLY

Date Request Received: _____

To Applicant:

If marked with a check, the following applies to the records you have requested above. Please review and sign below if you agree to pay the fees associated (if any) with your request. Upon return of your signature, your request will be processed.

- Available for inspection in the District office immediately upon processing your request.
- To be copied at your expense and available to you on _____ (date), at ____ o'clock ____ . M.
- Currently in storage/use and not available for inspections/copying at this time. These records will be made available to you _____, 20____, at _____ o'clock ____ . M.
- Items not subject to disclosure pursuant to Montana Public Records Statutes.
- Not accessible due to vagueness of request. More information is required.
- Available in an electronic format emailed _____ (date), at ____ o'clock ____ . M.
- Not in existence due to the fact that it requires the creation of documents.

TOTAL NUMBER OF PAGES: _____ x \$0.25/PAGE = TOTAL CHARGE: \$ _____

END INTERNAL USE ONLY

Initials of employee filling the request: _____

General Manager Authorization: _____ Date: _____

I _____ (applicant have reviewed this policy and the information provided above and agree to pay the fees associated with this request).

Amount paid by Requestor \$ _____

Received by: _____

Applicants Signature: _____ Date: _____

Public Records Requests

2-6-1006. Public information requests — fees. (1) A person may request public information from a public agency. A public agency shall make the means of requesting public information accessible to all persons.

(2) Upon receiving a request for public information, a public agency shall respond in a timely manner to the requesting person by:

(a) making the public information maintained by the public agency 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 pursuant to subsection (3).

(3) A public agency may charge a fee for fulfilling a public information request. Except where a fee is otherwise provided for by law, the fee may not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fee must be documented. The fee may include the time required to gather public information. The public agency may require the requesting person to pay the estimated fee prior to identifying and gathering the requested public information.

(4) A public agency is not required to alter or customize public information to provide it in a form specified to meet the needs of the requesting person.

(5) If a public agency agrees to a request to customize a records request response, the costs of the customization may be included in the fees charged by the agency.

(6) (a) The secretary of state is authorized to charge fees under this section. The fees must be set and deposited in accordance with 2-15-405. The fees must be collected in advance.

(b) The secretary of state may not charge a fee to a member of the legislature or public officer for any search relative to matters pertaining to the duties of the member's office or for a certified copy of any law or resolution passed by the legislature relative to the member's official duties.