TOWN OF STEVENSVILLE PO Box 30

Stevensville, MT 59870

P: (406)777-5271 F: (406)777-4284

Email: [townclerk@townofstevensville.com](mailto:townclerk@townofstevensville.com)

REQUEST FOR PUBLIC RECORDS

Requestor Information:

Name: Address: City: State: Zip: Phone Number: Fax: Email:

INFORMATION REQUESTED: Please describe the SPECIFIC information you are requesting and any additional information that will help to locate said records. If there is not enough information provided to process the request, it may be denied or delayed due to vagueness.

Please indicate which you are requesting:

View documents at Town Hall

photocopies if possible, scan

and send electronically to an email address Audio CD Other----------------

ALL FEES MUST BE PAID IN FULL BEFORE ANY ACTION WILL BE TAKEN BY CLERKS OFFICE:

General Records Request Audio CD (consult with clerk)

Research Based Records Request

Archived Documents/Multiple Files Search (documents outside the current fiscal year)

$5.00 plus $.50 per page

$15.00 per audio

$15.00/hour

$25.00 per search

Note: A search foe is required only when research in archives is done, or multiple files are required. In some cases the documents may not be available for up to 30 days depending on the research needed. Depending on the complexity of the request, the Town will endeavor to fill requests within 1-10 business days.

**Date Paid** \_\_\_\_\_\_\_\_ **Payment Method \_**