



PUBLIC REQUESTS FOR INFORMATION AND RECORDS POLICY

Statement of Purpose: The North Lake County Public Library District Board of Trustees recognizes the public's right to inspect any public record of a public body in the State of Montana, except as otherwise expressly provided by Montana law, and the Library's right to charge fees for the Library's actual costs in making the records available.

The Library will provide internal information and records as outlined below required by

Montana Code Annotated (MCA) 2-6-1006:

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

- (a) making the public information maintained by the local government 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 as well as any fees that may be charged.

Process and Reporting:

The designated contact for public information requests is the Library Director. The form that describes the process for submitting a request, and the process the Library will follow when responding to a request for public information is attached to this policy.

Fees:

(5) A public agency may charge the following fees:

- (a) fees for making public information maintained by the public agency available for inspection and copying by the requesting person at the public agency. A public agency that incurs a cost may only charge for it once pursuant to subsections (5)(a)(i) through (5)(a)(v). These fees may include but are not limited to:
 - (i) fees not exceeding \$25 an hour for searching for, gathering, reviewing, processing, and providing information in the most cost-efficient and timely manner possible;
 - (ii) the actual cost to fulfill the request, subject to the limit provided in subsection (5)(a)(i);
 - (iii) the cost of providing the public information to the requester, including but not limited to copying and media costs;
 - (iv) a convenience fee as provided in [2-17-1102](#), if applicable; and
 - (v) other reasonable costs directly incurred by the public agency.

(b) fees for fulfilling a request for a single, specific, clearly identifiable, and readily available public record. A public agency that incurs a cost may only charge for it once pursuant to subsections (5)(b)(i) through (5)(b)(v). These fees may include but are not limited to:

- (i) fees not exceeding \$25 an hour for gathering, reviewing, processing, and providing information in the most cost-efficient and timely manner possible;
- (ii) the actual cost to fulfill the request, subject to the limit provided in subsection (5)(b)(i);
- (iii) the cost of providing the public information to the requester, including but not limited to scanning, copying, media, postage, and shipping costs;
- (iv) a convenience fee as provided in [2-17-1102](#), if applicable; and
- (v) other reasonable costs directly incurred by the public agency.

(c) fees for fulfilling a request for public information that is not a request for a single, specific, clearly identifiable, and readily available public record. A public agency that incurs a cost may only charge for it once pursuant to subsections (5)(c)(i) through (5)(c)(vi). After the first hour of service, which is free after the filing fee in subsection (5)(c)(i) is paid, these fees may include but are not limited to:

- (i) a filing fee not to exceed \$5;
- (ii) fees not exceeding \$25 an hour for searching for, gathering, reviewing, processing, and providing information in the most cost-efficient and timely manner possible;
- (iii) the actual cost to fulfill the request, subject to the limit provided in subsection (5)(c)(ii);
- (iv) the cost of providing the public information to the requester, including but not limited to scanning, copying, media, postage, and shipping costs;
- (v) a convenience fee as provided in [2-17-1102](#), if applicable; and
- (vi) other reasonable costs directly incurred by the public agency.

The Board authorizes the Director to take necessary steps to implement this policy.

This policy was approved by the North Lake County Public Library District Board of Trustees on July 28, 2026

Signed:

Allen Bone, Chair

Abbi Dooley, Library Director

**North Lake County Public Library District**102 1st Street East

Polson, MT 59860

Phone: (406)883-8225

Fax: (406)883-8239

Email: polsonlibrary@northlakecountylibrary.orgwww.northlakecountylibrary.org

Date Received:

Date Fee Paid:

PUBLIC RECORDS REQUEST

First Name: _____ Last Name: _____

Business/Organization: _____

Phone: () _____ Email: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Describe your records request in detail and the method you wish to view/receive the records:

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by Montana law. Further, I understand that fees will be charged to reimburse the Library for its actual cost in making the records available based on MCA 2-6-1006. Staff time may not exceed \$25 per hour. I hereby request that the North Lake County Public Library District Library Director produce the records specified above, in the manner specified above. Payment in advance is required for charges estimated to be over \$25. If the Library fails to find these public records or finds that these records are exempt from disclosure, I will still be responsible for paying the staff time spent in determining the exemptions. Library staff are available to assist in completing this form.

Signature of Requestor_____
Date of Request**FOR LIBRARY USE ONLY**

Records determination: NOT FOUND MORE INFORMATION PRODUCED EXEMPT

Estimated costs: Staff time: _____ hrs @ \$25/hr Copies/Media/Printing: _____ @ _____/pg

Information compiled by: _____ Date completed: _____

Actual costs:

Staff time: _____ hrs @ \$25 per hour = _____

Copies/Printing: _____ pages @ _____ per page = _____

USB/Other Media: _____ @ \$ _____ per device = _____

Other Charges: _____

TOTAL DUE: _____

PROCEDURES FOR PUBLIC RECORDS REQUEST

1. Complete and submit the Public Records Request form with as much detailed information as possible as you can. Use an additional sheet if necessary. Only Library records are available. Requests of other public agencies must be submitted to that agency. Submit the form by mail to: North Lake County Public Library District Attn: Library Director 102 1st Street East Polson, MT 59860 or by email to polsonlibrary@northlakecountylibrary.org with the subject line PUBLIC RECORDS REQUEST.
2. The Library Director will mark the request with the date and time it was received by the Director.
3. The Library will provide an emailed or mailed response to your request in a timely manner, but may also provide a preliminary emailed or verbal response to your request to provide an estimate of time and costs.
4. If you are inspecting records at the Library, a place will be provided for reviewing the files. During inspection, you may bring sticky notes that you may attach to the document or as directed by the staff person supervising the inspection. In no instance shall the document be marked or removed from its sequence without authorization. No records may be removed from the Library premises. When your inspection is complete, all files and documents must be returned to the staff person supervising the inspection. If copies need to be made, note the pages to be copied with sticky notes and make your request of the staff person supervising the inspection. If there are numerous pages to copy, you may need to leave the request with the staff person and collect the copies at a later time. An estimated date of completion will be provided and you will be notified once the copies are ready for you to pick up. All fees apply to inspection of records in the Library including staff time and costs for copies. If more than one person wishes to inspect the files and documents separately, reservations will be made in advance and each person will be responsible for all fees.
5. Please refer to the Library's Public Requests for Information and Records Policy for additional details related to public records requests.
6. Contact the Library Director if you are in need of assistance in filling out this form.