

REQUEST FOR PUBLIC RECORD  
Great Falls Public Schools  
Great Falls, Montana

All District records except those restricted by state and federal law shall be available to citizens for inspection at the Clerk's office.

As per Board Policy 1401 – Records Available to the Public states that: *A reasonable fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following the request.* Board Regulation 1401R sets the fees as:

Copy of Board minutes – 15¢ per page

Copy of other materials – 25¢ per page

Time spent researching a copy project will be charged at the employee's hourly rate of pay.

In order to complete your request, please complete the following. Return information is indicated at the bottom of this form:

Your name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Record(s) Requested \_\_\_\_\_

\_\_\_\_\_ I understand that there are costs associated with the request and give the District permission to proceed. Further, I agree to pay the associated costs immediately upon receipt of the requested information by presentation of an invoice.

\_\_\_\_\_ I would like an estimate of the costs associated before I give permission to the District to proceed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to:

Kim Fadrhonc, Secretary to the Clerk of the Board

P.O. Box 2429

Great Falls, MT 59405

Fax #: 406-268-6022

[kim\\_fadrhonc@gfps.k12.mt.us](mailto:kim_fadrhonc@gfps.k12.mt.us)