

**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:

- a) Copy of Board minutes - 15¢ per page
- b) Copy of other materials - 25¢ per page
- c) 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** \_\_\_\_\_  
**Specific 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.**

**I do not wish to proceed with my request.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form to:**

Aly Hauer, Secretary to the Clerk of the Board  
1100 4<sup>th</sup> Street South  
Great Falls, MT 59403  
Fax #: 406-268-6067  
Email: aly\_hauer@gfps.k12.mt.us

Signature of Receipt of Requested Records:

Signature \_\_\_\_\_

Date \_\_\_\_\_