

**PUBLIC RECORDS REQUEST FORM
PONDERA COUNTY, MONTANA**

I, _____, (Applicant Name), do hereby make application for inspection and/or copying of the following public records of Pondera County, Montana.

Please be specific as to what documents you are requesting and send this form DIRECTLY TO THE DEPARTMENT that handles said records.

Applicant Signature: _____ Date: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: Home: _____ Work: _____
Email: _____

INTERNAL USE ONLY

- Available for inspection in the office of the _____ immediately upon processing your request.
- To be copied at your expense and will be made available to you on _____ (date) at _____ o'clock __.M.
- Currently in storage/use and not available for inspection/copying at this time. These records will be made available to you in the office of _____ on the _____ day of _____, 20____, at _____ o'clock __.M.
- Items not subject to disclosure pursuant to Montana Public Records Statutes are located in the following: Montana Public Records Act § 2-6-1001 et seq., MCA, Article II, Sec. 9, Mont. Const., 7-1-4144 MCA, and Title 44, Chapter 5, Part 3, MCA.
- The subject of a written request for a determination from the Attorney General as to whether they are subject to disclosure.
- Not in existence, due to "vagueness" of request. (Not enough information to process request).
- Not in existence due to the fact that it requires the creation of documents.

NUMBER OF COPIES OR PAGES: _____ TOTAL CHARGE: \$ _____	PER PAGE CHARGE: \$0.25 INITIALS OF PERSON FILLING REQUEST: _____
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