

**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.***

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

NUMBER OF COPIES OR PAGES: \_\_\_\_\_  
TOTAL CHARGE: \$ \_\_\_\_\_

PER PAGE CHARGE FEE APPLIES  
INITIALS OF PERSON FILLING REQUEST: \_\_\_\_\_

**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.