



LINCOLN SCHOOL



# REQUEST FOR PUBLIC RECORD

Glendive Public Schools  
Glendive, MT

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: A fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following a request. The fees are as followed:

- 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:**

---

**Email:**

---

**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:**

Office of the Superintendent  
 Glendive Public Schools  
 900 N. Merrill Ave  
 PO Box 701  
 Glendive, MT 59330  
 Fax #: 406-377-6212  
[gps@glendiveschools.org](mailto:gps@glendiveschools.org)