



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. The district can choose to request a meeting or phone conversation if the request needs clarification or if it will be more efficient and convenient with the request.

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

*the district is not required to send electronic copies. If an electronic copy is chosen to be sent, the fees still apply.