

MODEL POLICY – MONTANA CONSERVATION DISTRICTS PUBLIC INFORMATION REQUEST GUIDELINES

EFFECTIVE DATE: _____

1. PURPOSE:

To provide guidance to internal staff regarding the request for public information as described in § [2-6-1006](#), MCA.

2. REQUESTING PUBLIC INFORMATION (REQUEST):

- a. **Written Submission:** Using the request for public information document provided by the Conservation District, the Requester may submit the written form by personal delivery, any postal service, fax (if available), or email.
- b. **Telephone Submission:** The Conservation District does not process requests via telephone or text messages made to its staff, supervisors, or received in the district office.
- c. **Alteration/Customization:** The Conservation District is not required to alter or customize public documents or other requested documents to provide it in a form specified by the requester.
- d. **Certification:** [MCA 2-6-1008\(1\)](#). A person may request a certified copy of a public record from a public agency subject to the provisions of § [2-6-1003](#), MCA. The public agency may charge a fee for the certified copy in accordance with § [2-6-1006](#), MCA.

3. PROCESSING PUBLIC INFORMATION REQUESTS (CONSERVATION DISTRICT):

The Conservation District will respond to the request for public information in a timely and a reasonable manner as determined by the policy adoption by the Board of Supervisors during a publicly noticed meeting held _____.

- a. **Acknowledgement of Receipt:** The Conservation District will provide an acknowledgement of receipt to the Requester within _____ (number) working days for a specified public record that is a single, specific, clearly identifiable, and readily available public record; or

If extensive research is required, providing the public information within _____ days of acknowledgement of the request; or

Provide a written notice explanation why the Conservation District is unable to provide the public information request to the Requester.

4. CHARGES:

The Conservation District is authorized to charge a fee to fulfill public information requests consistent with the actual costs associated with responding to the request.

- a. **Allowable costs:** The Conservation District staff time required to identify and gather requested information, research, and analyze documents responsive to the request, and copy or prepare transfer of electronic or paper records will be charged to the Requester.

Staff time and rate: \$
Document reproduction time and costs: \$
Other costs, if applicable: \$

- b. Cost estimates:** The Conservation District will notify the Requester of the estimated costs prior to identifying and gathering information.

If the cost estimate is approved by the Requester, the Conservation District will send an invoice for payment.

Payment must be received prior to the Conservation District staff begins work on the request.

If the actual costs exceed the estimated costs, the Conservation District will halt work and only upon receiving a written agreement and additional payment from the Requester, will resume work on their request for public information.

Adopted by: _____
Conservation District Name

Signature: _____
Chairman or Authorized Signer

Public Meeting Date: _____