

TOWN OF STEVENSVILLE
PO Box 30
Stevensville, MT 59870
P: (406)777-5271 F: (406)777-4284
Email: clerk@townofstevensville.com

REQUEST FOR PUBLIC RECORDS

Requestor Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____ Email: _____

INFORMATION REQUESTED: Please describe the SPECIFIC information you are requesting and any additional information that will help to locate said records. If there is not enough information provided to process the request, it may be denied or delayed due to vagueness.

Please indicate which you are requesting: View documents at Town Hall photocopies if possible, scan and send electronically to an email address Audio CD Other _____

ALL FEES MUST BE PAID IN FULL BEFORE ANY ACTION WILL BE TAKEN BY CLERKS OFFICE:

General Records Request	\$5.00 plus \$.50 per page
Audio CD	\$15.00 per CD
Research Based Records Request	\$15.00/hour
Archived Documents/Multiple Files Search (documents outside the current fiscal year)	\$25.00 per search

Note: A search fee is required only when research in archives is done or multiple files are required. In some cases the documents may not be available for up to 30 days depending on the research needed. Depending on the complexity of the request, the Town will endeavor to fill requests within 1-10 business days.

Date Paid _____

Payment Method _____