



CANYON CREEK RURAL FIRE DISTRICT REQUEST FOR PUBLIC RECORDS

You can fill this form digitally by selecting "Fill & Sign" in the pdf toolbar

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

I, _____ (Name), do hereby make application for inspection and/or copying of the following public records of the Canyon Creek Rural Fire District, Canyon Creek, Montana.

Please be as specific as possible in your request to assist CCRFD board/administration in locating the records as quickly as possible. Please state if you would prefer to the requested item/s emailed.

Note:

- There is no fee for fulfilling requests for public information that will take 30 minutes or less of staff time to identify, gather, and provide to the requesting person.
- Fees for copying and producing printed material will be based on any additional time and resources that exceed the time above.
- Prior to fulfilling a request for public information that will take more than 30 minutes of time, CCRFD Board Member responding to the request shall provide the person requesting the public information with an estimate of the time it will take to fulfill the request and the amount of the fees that may be charged .
- Payment of these fees, if the estimated total amount is equal to or less than \$250.00, is required in full prior to releasing the public information. If the total fee amount is estimated to be greater than \$250.00, the requestor must remit payment of \$250.00 prior to CCRFD Board Member identifying and gathering the requested public information.

Contact Information: ccrfdchair@gmail.com or Station (406) 368-2266

Internal Use:

Date Received: _____

Received By: _____

Completion Date: _____

Special Comments: _____
