



CANYON CREEK RURAL FIRE DISTRICT – REQUEST FOR PUBLIC RECORDS FORM

You can fill this form digitally by selecting “Fill & Sign” in the pdf toolbar or print and complete

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 in locating the records as quickly as possible. Please also state if you would prefer the requested items to be emailed.

NOTE: There is no fee for fulfilling requests for public information that will take 20 minutes or less of the board member/s to identify, gather, and provide in electronic format and emailed to the requester.

- **Effective December 19, 2022**, the fees for copying and producing material will be based on any additional time and resources that exceed the 20-minute time frame. For printed material .50 cents for the first page and .25 cents for each page after. Faxed and emailed material will be assessed at .25 cents per page.
- Prior to fulfilling a request for public information that will take more than 20-minutes, a CCRFD board member responding to the request shall provide the requesting with an estimate of the time it will take to fulfill the request, and the assessed amount that it will cost.
- A copy of this form with a self-addressed and stamped envelope along with a check or money order made out to Canyon Creek Rural Fire District (CCRFD) can be mailed to:
P.O. Box 464, Canyon Creek, MT 59633
- Upon receipt of request and payment, please allow for 5 business days for processing.

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

Internal Use Only:

Date Received: _____

Received By: _____

Date Cost Communicated: _____

Date and Amount of Money Received: _____ \$ _____

Completion Date of Request: _____

Comments/Remarks: _____
