**REQUEST FOR TOWN OF SHERIDAN PUBLIC RECORDS**

**Requestor Information**

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| --- | --- |
| **Request Date** |  |
| **Phone Number** | **Home Cell** |
| **Name** |  |
| **Organization/Company** |  |
| **Street Address** |  |
| **City** | **State: Zip Code** |
| **Email** |  |

**Public Information Request:** Describe in detail the Public Information you are requesting. Be as specific as possible.

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Pursuant to MCA 2-6-1017(1)(a) and(b), I do hereby certify that should the Public Information I have requested herein contains a list of persons that said list will not be used as a distribution list without first securing the permission from those on the list. A person found in violation of MCA 2-6-1017(1)(b) is guilty of a misdemeanor. Moreover, I do hereby certify that I am not requesting a mailing list for commercial purposes.

Signature of Requestor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Requestion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit the signed and completed Request for Information to:

Town of Sheridan

103 E. Hamilton

P.O. Box 78

Sheridan, MT 59749

Email: Sheridan@3rives.net

 10/23

**PUBLIC INFORMATION REQUESTS**

In accordance with Article II, sections 8 through 10 of the Montana Constitution and the Montana Code Annotated Title 2 Chapter 6, Part 10, the Town of Sheridan provides the following information for Request for Public Information.

Pursuant to MCA2-6-1003(1) and except as otherwise provided, every person has a right to examine and obtain a copy of any public information of this state”. However, the Town of Sheridan may withhold from the public scrutiny information relating to individual or public safety or the security of public facilities, including public schools, if release of the information jeopardizes the safety of facility personnel, the public or students. MCA 2-6-1003(2). **Public information does not include Confidential Criminal Justice Information, which is defined as criminal intelligence information, fingerprints, photographs, criminal justice information or records made confidential by law, and any other cranial justice information not clearly defined as public criminal just information under the dictates of Title 44 Chapter 5 of the Montana Code Annotated.**

In accordance with MCA 2-6-1006, and as otherwise provided by law, upon receipt of the Request for Public Information Form provided, the Town of Sheridan will respond to the request by (a) making the public information maintained by the Town of Sheridan available for inspection and copying by the requesting person; or (b) proving the requesting person with an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gather and any associated fees. Please be advised that pursuant to MCA 2-6-1006(3) the Town of Sheridan will charge a fee for fulfilling a public information request. Except where a fee is otherwise provided by law, the fee may not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible, inclusive of the staff time required to gather the request public information. Per MCA 7-4-2631(e)(i), the Town of Sheridan charges $1.00 for the first page and $0.50 for each additional page of documents provided. As the statutes do not distinguish between paper and electronic copies, the Town of Sheridan will impose the charge regardless of whether the information is conveyed in hard or electronic format.

The Town of Sheridan will refer all Public Information Request to the Town attorney for review.

 10/23