

RESOLUTION NO. 9913

A RESOLUTION ESTABLISHING PROCEDURES AND A FEE SCHEDULE FOR COPIES AND RESEARCH OF PUBLIC RECORDS

WHEREAS, members of the public and organizations often request copies of public documents and information from the City of Great Falls; and,

WHEREAS, government information may be inspected and copied by the public pursuant to Article II, Section 9 of the Montana Constitution, and § 2-6-102, MCA; and,

WHEREAS, the costs in providing these services include, but are not limited to, paper, copier supplies, maintenance costs, and staff time; and,

WHEREAS, to meet the demands of public record requests, establishment of procedures will provide consistent protocol within City Departments.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Great Falls that the following procedures and fees be applied in responding to requests for public records:

1. All non-routine public record requests shall be made through the City Clerk's Office.
2. Record Request forms are to be completed for any non-routine public records (material prepared in the regular course of City business not prepared for mass distribution) that are pulled for review or copying. The form serves three functions: (1) to give the City a comprehensive understanding of the types of information being requested; (2) to be able to contact the requester if a request cannot be filled right away; and, (3) to provide a receipt for monies collected.
3. Records will be provided in the form they exist, allowing the requester to compile the data in their own format.
4. Any request, which does not refer to an "identifiable" public record, shall not be processed until the requester provides further information.
5. To maintain the integrity and security of City records, an hourly fee will be charged for City staff supervision of requester's examination of public records.
6. The City Clerk's Office shall be the office of record for completed records request forms.

FEES/CHARGES:

1	Photocopy charge	\$0.25/page
2	In addition to the photocopy charge set forth above, an hourly fee will be charged for each hour, or fraction of an hour after 30 minutes of copying/research to fulfill the request (including electronic/non-print records)	\$15/hour
3	Copies of Compact Disks (CD)	\$4.50
4	Copies of Digital Video Disks (DVD)	\$8.00
5	Other Cities/Towns requesting materials	No Charge
6	Other governmental agencies	Reciprocal Basis
7	To maintain the integrity and security of City records, an hourly fee will be charged for each hour, or fraction of an hour after 30 minutes, for City staff supervision of requester's examination of public records	\$15/hour

These fees shall be effective as of _____, 2011.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on this _____ day of _____, 2011.

Michael J. Winters, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

James W. Santoro, City Attorney