

LINCOLN COUNTY PUBLIC INFORMATION POLICY

LINCOLN COUNTY INFORMATION REQUEST

Requesting Party: _____

Physical Address: _____

Telephone Number: _____

Pursuant to 7-4-2631 MCA, the fee for copy requests of a recorded/filed document is .50 for the first page of a document and .25 for each additional page of that same document. Charges of staff time shall apply at \$25.00 an hour. Certifications: \$2 additional charge added to the document charge.

I hereby request the following public record(s) pursuant to 2-6-1006 MCA.

Deliver by: **IN PERSON** **US POSTAL** **E-MAILED**

Payment Method: **CASH** **CHECK**

Amount Collected: \$ _____

Requestor Information:

Name: _____

Company: _____

Mailing Address: _____

City, State: _____

Email Address: _____

Disclaimer: While all attempts are made to ensure the accuracy of the information under our control and to correct any errors brought to our attention, no representation or guarantee can be made as to the accuracy of information presented. All critical information should be independently verified.

The quality of the images is dependent on the quality of the document at the time of recording and the quality of the images on the microfilm.

****For large requests, employee salary per hour and/or search fees may apply.**

****The County Attorney may first verify request to determine if any records are protected.**

LINCOLN COUNTY PUBLIC INFORMATION POLICY

Request Approved

Request Denied

Reasons for denial, including statutes or other authority that may apply:

For any denied request, please CC:

County Administrator

County Attorney's Office