

Request for Records

TO: Custodian of Record
Bridger Canyon Rural Fire District
8180 Bridger Canyon Road
Bozeman, MT 59715

The undersigned, _____, hereby requests that you provide me with the following.

_____ Minutes of the Meetings from _____ to _____

_____ Paper copies _____ Transfer to media

_____ Recorded Minutes of the Meeting from _____ to _____

_____ Financial Reports from _____ to _____

_____ Paper copies _____ Transfer to media

_____ Other: _____

Please note there is a charge of \$.21 per page for each page copied. Your check should be made payable to "Bridger Canyon Rural Fire District" and is due at the time you pick up the copied documents.

As with recorded Meeting Minutes, if you are requesting copies be transferred onto a flash drive in lieu of paper copies, you must provide a flash drive with sufficient storage capacity.

Please allow 14 days after receipt of your written request to provide record requested. In the event we are unable to provide you with the records requested within said 14 days, you will be notified with a time when you can expect the documents to be ready. Every effort will be made to get the records to the requesting party in a timely manner.

Anyone requesting documents, please note that you must make arraignments to have all records and media picked up as they will not be mailed. You or a representative must acknowledge receipt of all records received.

Name of party requesting Documents; _____

Address; _____

Telephone No. _____ Email address _____

Requested documents received by: _____

Date: _____