

Hamilton Rural Fire District	Policy Number: 1
	Adopted: 2/6/2007 Revised: 6/10/2026
Title: PUBLIC RECORDS REQUEST & COST	

Purpose

The District recognizes that citizens are entitled to access the public records of the District pursuant to §2-6-1001 MCA.

Policy

The Hamilton Rural Fire District (District) establishes this policy for access to public records of the District.

Applicability

This policy applies to all employees, members and trustees in the normal course of their duties with HRFD.

General

The District recognizes that citizens are entitled to access the public records of the District pursuant to §2-6-1001 MCA.

Citizens may view the public records at no cost. Since the District has no regular office hours, requests to view documents must be made in advance, by emailing admin@hamiltonmtruralfire.gov.

All requests for copies of public records should be in writing by emailing admin@hamiltonmtruralfire.gov or sending the request to Hamilton Rural Fire District, PO Box 1994 Hamilton, MT 59840.

The District has adopted the following schedule of fees for copies of public documents:

Black and White Copies
\$.50 for the first page, plus
\$.25 for pages 2-49, plus
\$.15 for every page over 50.

Color Copies
\$1.20 per single sided page
\$.65 per double sided page

Scanned Documents
\$.15 per page
\$.10 per four electronic files

Mailing Costs & Materials
Postage – Actual Cost
\$.50 per any size manilla envelope

\$.10 per gigabyte transmitted

\$1.00 per protective device
Thumb drive – Actual Cost

Certain responses to requests for public information may require legal review to ensure compliance with confidentiality law, rules and regulations. If legal review is required during preparation of a public information request, such time shall be billed at the hourly rate paid by the Hamilton Rural Fire District to its legal counsel. The billing shall be in increments of fifteen (15) minutes per hour.

If the person's request involves production of electronically stored information, the Hamilton Rural Fire District may seek additional fees for the costs of gathering, copying and producing this information. Such costs may include but are not limited to: employee/contractor time and the costs of media such as hard drives, CDs, or thumb drives. Any additional fees and costs shall be disclosed to the person requesting the information prior to completing the request.

Hamilton Rural Fire District may charge for employee/contractor time needed to review, gather, or redact documents based on volume or complexity. In all such cases, the employee's or contractor's time shall be billed at the hourly rate or salary and benefits, if applicable, paid by the Hamilton Rural Fire District to the employee/contractor who reviews or works on production of the request. The billing shall be in increments of fifteen (15) minutes per hour.

The total fees incurred by the Hamilton Rural Fire District in responding to a public information request must be documented by an invoice provided to the person making the request. If the Hamilton Rural Fire District estimates that the cost of production of the information will exceed \$100.00, the Hamilton Rural Fire District may request that the person requesting the public information pay the fees up front. In all other cases the person requesting the information shall pay all fees at or before the time the requesting person takes possession of the requested public information.

Since the Hamilton Rural Fire District has no set regular office hours, the public may review public information unless the information is confidential or protected from disclosure by law at no by emailing admin@hamiltonmtruralfire.gov.