

CITY OF RED LODGE

POLICY AND PROCEDURES FOR REQUEST OF INFORMATION

1. **Anyone requesting non-routine information from the City of Red Lodge must do so in writing, by submitting a signed City Information Request Form (available on the City Website or at City Hall.)**
2. **All requests must include the Date, Time, Name, Phone Number, and a detailed description of information being requested, to assist City Staff in fulfilling the request.**
3. **Once a request is received, the City will forward the request to the City's Civil Attorney for review for compliance with all applicable laws. Most information will not be disseminated prior to review by the City Attorney; exceptions include routine public information such as approved Minutes, approved budgets, and meeting agendas.**
4. **The City will provide an estimate of the time it will take to fulfill the request if the requested information cannot be readily obtained.**
5. **The City will charge a fee of \$0.25/page for black and white 8x10 copies and \$0.50/page for black and white 11x17 copies. An additional \$0.05/page will be added for color copies. Any staff research and administrative review by City Staff in excess of 15 minutes will be charged at the rate of \$15 per hour or fraction thereof.**

MAYOR

DATE

CLERK

DATE