

CITY OF
DEER LODGE

300 MAIN STREET
DEER LODGE MT 59722-1098

TELEPHONE: 406-846-2238
FAX: 406-846-3925

REQUEST FOR CITY DOCUMENTS

Public inspection of records is during regular office hours only. Records are to remain in the Clerk's Office at all times. A city employee must be present while the records are being inspected (to avoid theft, damage, etc.).

Fees may be charged for copies:

1-5 pages of copies no fee.
6 or more pages of copies are 25 cents each.
CD of council meetings is \$2.00.

Information that is in storage or is to be copied may be available to requestor within 5-10 business days and up to 60 days depending upon items requested.

ALL requests must be approved by the City Attorney.

Name of Requestor: _____

Mailing Address: _____

Contact Number: _____

Item(s) being requested: _____

Date of request: _____ Signature of requestor: _____

Office Use Only

Date request received: _____

Name of City Official obtaining requested information: _____

Approved by City Attorney: _____ Date request completed: _____

Date Mailed: _____ Called for pickup: _____

Signature of City Official completing the request: _____