

## Resolution 2025-01

**A Resolution of the Town of Sheridan regarding public information requests and fees charged for these requests.**

**Whereas**, a person may request public information from a public agency. The Town of Sheridan shall make the means of requesting public information accessible to all persons per MCA 2-6-1006.

**Whereas**, upon receiving a request for public information, the Town of Sheridan shall respond in a timely manner to the requesting person and make the public information maintained by the Town of Sheridan available for inspection and copying.

**Whereas**, the Town of Sheridan requires that all public requests for copies of public records be submitted to the Town of Sheridan Clerk in writing. Attached to this document is a copy of the request form.

**Whereas**, the Town of Sheridan will charge a fee for fulfilling a public information request. The fee may include the time required to gather public information and redact private information. The Town of Sheridan may require the requesting person to pay the estimated fee prior to gathering the requested information.

**Whereas**, the Town of Sheridan will not alter or customize public information to meet the needs of the requesting person. If such a request is made, it must be approved by the Town of Sheridan Council and Mayor. Any costs for customization may be charged to the individual requesting the information. Fees for customization will be assessed at the time the request is made.

**Whereas**, the Town of Sheridan has set the following fees for copies of public information:

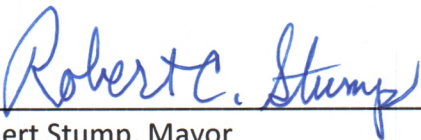
Black and White Copies – \$.25 per page

Color Copies – \$.50 per page

Time for gathering, redacting, and copying – \$25 per hour

**Whereas**, the Town of Sheridan is not required and will not provide any personal information.

**Passed and Approved** by the Town of Sheridan at a regularly scheduled meeting, on this 13<sup>th</sup> day of January, 2025.



Robert Stump, Mayor

Attest:



Kristi Millhouse, Town Clerk

