

**MISSOULA COUNTY
PUBLIC RECORDS COPYING COSTS**

Missoula County recognizes the right of every citizen to inspect and copy public records held by Missoula as provided by MCA 2-6-102 and MCA 2-6-104.

To implement this right of public access, Missoula County adopts the following guidelines for documents held by the Commissioners' Office.

1. The records available for inspection and copying are those records held by the Commissioners' office where disclosure is not prohibited by statute or by the Constitutional right of individual privacy.
2. During normal office hours any citizen may examine any record available for public inspection in the Commissioners' office. The office shall make appropriate arrangements to allow this inspection which also provides adequate security for the integrity of the public records.
3. Each citizen has the right to have a copy of any record available for public inspection. This right may be exercised in any of the following manners:
 - a. the citizen may provide his or her own copying mechanism, for example, a copy machine or scanner;
 - b. the citizen may request that the custodian of the record make a copy of the file or document wherein the document shall be copied within 5 working days; or
 - c. in certain cases where the document is large and there is sufficient public interest, the County Commissioners may direct that a copy be made available for inspection and copying at the Missoula City-County Public Library and/or on the Missoula County website.
4. There is no fee for the inspection of documents. When a citizen makes his own copies, there is no charge for the copying, but the custodian of the record may impose reasonable conditions on the manner and time of the copying to avoid disruption and to protect the access of other citizens to the records. When copies are made by the custodian of the record, a fee will be charged. The fee shall be 50 cents for the first copy and 25 cents for each page thereafter.
5. Except as provided in MCA 2-6-105, no public record shall be removed from the office where it is kept except in the possession of the custodian for the purpose of making a copy.