

RECORDS INSPECTION APPOINTMENT

Town of Dutton, Montana — Instructions and Procedures

PURPOSE

The Town of Dutton has a two-person office. To protect records, maintain normal Town services, and use limited staff and inspection space in an orderly manner, records are inspected at the Town office by appointment. Complete page 2 and return it before the appointment so staff may try to locate and review the requested records.

Three items per appointment. List up to three specific research items for one appointment. This is a per-appointment workload limit, not a limit on the total records a person may inspect. Additional forms and appointments may be scheduled as often as reasonably needed.

REQUESTS MUST BE SPECIFIC

The Town does not accept broad, sweeping, vague, or open-ended descriptions for appointment preparation. They do not allow a two-person office to identify the records involved or estimate a reasonable preparation time. The Town will ask the requester to clarify, narrow, prioritize, or divide a large request into specific groups before scheduling or preparing those items. The Town provides existing maintained records; staff do not answer research questions, create new records, or reorganize information into a new format.

APPOINTMENTS AND EMAIL

- Montana law does not specifically require the Town to accept public-record requests by email. Records are made available for inspection at the Town office by appointment.
- For convenience, the Town will arrange appointments by email and may accept this completed form by email. Emailing a form does not guarantee research, copying, or delivery by email.
- If the listed item is specific and electronic records are readily available, the Town at its discretion may choose to email them before the appointment. This is optional and depends on staff availability, workload, file size, technology, and required legal or privacy review.
- If all records are emailed, staff may ask whether the appointment is still needed. Otherwise, the scheduled inspection remains the access method.
- Your choice of document preference doesn't guarantee that is the way it will be provided.

INSPECTION, COPIES, AND TIMING

- Appointments occur during available office hours and may be limited in length based on staffing, workspace, Town business, and other appointments.
- Staff may supervise inspection. Originals must remain in the designated area and may not be removed, marked, altered, rearranged, disassembled, or damaged.
- Protected information may be redacted or withheld. Copies will be made when reasonably practicable; lawful documented fees and advance payment may apply.
- The Town cannot guarantee every item will be located or ready by the appointment. Staff may arrange clarification, staged inspection, or a follow-up appointment.

Authority: Mont. Const. art. II, § 9; §§ 2-6-1002, 2-6-1003, 2-6-1006, and 2-6-1009, MCA.

APPOINTMENT RESEARCH FORM

Complete and return before your scheduled inspection appointment.

REQUESTER AND APPOINTMENT

Name _____

Phone / email _____

Be specific: Include dates, names, addresses, meeting dates, permit/parcel numbers, projects, and document types.

RESEARCH ITEM 1 *One specific record, subject, or closely related group.*

Record(s) requested:

Date range: From _____ To _____

Identifying details (names, address, parcel/permit number, meeting date, project, document type):

RESEARCH ITEM 2 *One specific record, subject, or closely related group.*

Record(s) requested:

Date range: From _____ To _____

Identifying details (names, address, parcel/permit number, meeting date, project, document type):

RESEARCH ITEM 3 *One specific record, subject, or closely related group.*

Record(s) requested:

Date range: From _____ To _____

Identifying details (names, address, parcel/permit number, meeting date, project, document type):

ACCESS AND ACKNOWLEDGMENT

Preferred access: ☐ Inspect at appointment ☐ Paper copies ☐ Electronic copies if available

Copy instructions: _____

I understand that this form covers no more than three items for this appointment; I may schedule additional appointments; the Town cannot guarantee every item will be ready; and access is subject to reasonable scheduling, record protection, applicable law, and available staff and workspace.

Requester signature: _____ **Date:** _____