



**STATE OF MONTANA
PROFESSIONAL SERVICES DIVISION
DEPARTMENT OF TRANSPORTATION**

POL 1-02-006-G	MONTANA DEPARTMENT OF TRANSPORTATION (MDT) PUBLIC INFORMATION REQUEST GUIDELINES
Reference: POL 1-02-006	Effective Date: 2/7/2023 Biennial Review Date: 5/1/2023

1 PURPOSE: to provide guidance to internal and external customers regarding Requests For Public Information (“RFIs”) as described in [§ 2-6-1006, MCA](#).

2 GUIDELINES

2.1 Submitting an RFI

2.1.1 RFIs must be submitted online through the [Montana Department of Transportation \(MDT\) website](#).

2.1.1.1 MDT may accept requests in writing submitted by personal delivery, USPS, or fax, or email for requestors without computer access.

2.1.1.2 MDT does not process requests made via telephone to its headquarters or regional field offices.

2.1.2 MDT is not required to alter or customize public documents or other information to provide it in a form specified by the requesting person.

2.1.3 MDT does not certify its public records.

2.2 Acknowledgement of Receipt of Information Request: MDT will respond to the RFI in a timely manner by:

2.2.1 providing a specified public record to the requesting person within five (5) working days of acknowledgment of receipt of the request if the request is for a single, specific, clearly identifiable, and readily available public record; or

2.2.2 providing the public information within 90 days of acknowledgment of the request; or

2.2.3 within (six) 6 months of acknowledgment of the request if determined that 90 days is not feasible for a response. Written notice explaining why the agency is unable to provide a response within 90 days must be provided to the requester.

2.3 **Charges**

- 2.3.1 MDT is authorized to charge a fee to fulfill public information requests consistent with the actual costs associated with responding to the request.
- 2.3.2 MDT will notify the requestor of the estimated costs prior to identifying and gathering the information.
- 2.3.3 If the cost estimate is approved by the requestor, MDT will send an invoice for payment.
- 2.3.4 Allowable costs include MDT staff and/or consultant time required to:
 - 2.3.4.1 identify and gather requested information;
 - 2.3.4.2 research and analyze documents responsive to the request;
 - 2.3.4.3 copy or prepare transfer of electronic or paper records; and
 - 2.3.4.4 Services of the State Information Technology Services Division (SITSD), if applicable.
- 2.4 Payment must be received prior to MDT staff beginning work on the RFI. If actual costs exceed the estimated costs MDT will notify the requestor and continue work only upon receiving written agreement from the requestor to do so.

HISTORY

DATE	REVISIONS	PROCEDURE OWNER/AUTHOR
February 7, 2023	NEW Guidelines	Valerie Wilson, Professional Services Division Administrator
August 3, 2023	Text Revisions	Chris Nygren, Acting Professional Services Division Administrator