

WASHAKIE COUNTY CONSERVATION DISTRICT

PUBLIC RECORDS POLICIES

Section 1. Authority. These policies are promulgated by the Washakie County Conservation District (District) pursuant to the Wyoming Public Records Act (W. S. 16-4-201 through 205).

Section 2. Applicability. These policies apply to all requests for inspection of public records maintained by the District.

Section 3. Requests. Requests for inspection of District records shall be in writing submitted to the District office. Requests must be specific and contain details sufficient to identify the records requested.

Section 4. Inspection. The inspections of District records will occur in the District office. Original records may not be removed from the District office. Arrangements may be made for District staff to copy records. A charge of \$0.10 per page for black and white copies and \$2.00 per page for reprints of photographs and scans of color documents plus \$30.00 per hour or portion thereof for projects requiring longer than 15 minutes will be assessed. Payment in full must be received before the copies will be provided.

Section 5. Disclosure: Access to District records will be determined in accordance with the Wyoming Public Records Act.

These policies were adopted during the January 15, 2018 Washakie County Conservation District board meeting.