

WASHAKIE COUNTY CONSERVATION DISTRICT

PUBLIC RECORDS POLICY

Section 1. Authority. This policy was 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. This policy applies 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. A charge per hour or portion thereof may be assessed for compiling the information requested, if longer than 15 minutes, based upon current employee pay rates. Payment in full must be received before the information will be provided.

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. There will be 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. A charge per hour or portion thereof may be assessed for making copies, if longer than 15 minutes, based upon current employee pay rates. 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.

This policy was amended during the December 16, 2019 Washakie County Conservation District board meeting.