

PUBLIC RECORDS POLICY

Pursuant to the Wyoming Public Records Act, Sweetwater County School District Number One adopts this policy to define the responsibility and process associated with the official custodian of public records of the District.

I. Requests for Records. For purposes of this policy, the Assistant Superintendent, as Custodian of Records, is responsible for the maintenance, care, and keeping of public records—regardless of whether or not those records are in that individual’s actual, personal custody or control. A person making a request for access to public records for inspection, copying, or other lawful purposes, shall make the request to the Assistant Superintendent. Upon receipt of a request for public records, the Assistant Superintendent will determine if the documents are readily available without impairing or impeding the business of the District.

Records in Custody/Control of Custodian and Readily Available. If the Custodian of Records determines that the requested records are readily available, requests for access to public records shall be completed within ten (10) business days after the requesting person has approved payment for the estimate of cost and time required to comply unless the estimate has a greater level of effort than can be met within the applicable ten (10)-day time period.

Records in Custody/Control of Custodian but Not Readily Available. If the records are not readily available, the District shall provide an estimate of the cost and of the amount of time required to comply with the request. The estimate of cost and time shall be provided within seven (7) business days of the request.

Records Not in Custody/Control of Custodian. Pursuant to the Wyoming Public Records Act, if the public records requested are not in the custody or control of the Custodian of Records, the Custodian of Records shall notify the applicant within seven (7) business days after the request has been received.

Records in Electronic Format. If a public record exists primarily or solely in an electronic format, the requesting person shall be so notified. An electronic inspection and copying will be subject to the reasonable cost of producing a copy of the public record and the cost of constructing the record, including the cost of programming and computer service time. Electronic records will be provided in alternative formats unless doing so is impractical or impossible.

II. Fees Charged. A reasonable fee for producing requested records will be charged to the requestor based on the current rate schedule for the District and will become due immediately upon production. Charges for providing public records will be based on the most current rate schedule for the District to be periodically identified as an exhibit to this policy. The requesting party shall pay all charges at the time of delivery of the

requested records. A current rate schedule may be obtained from the Assistant Superintendent.

III. Exceptions. Wyoming law does not require the District to compile data, extract data, or create a new document to comply with an electronic-record request if doing so impairs the District's ability to discharge its duties. Further, the District is not required by Wyoming law to allow inspection or copying of a record in its electronic format if doing so would jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained.

The custodian of public records from the District shall determine whether or not any public record for which the District is the custodian is subject to denial of the right to inspection under provisions of the Wyoming Public Records Act. A requesting person who is denied access to a public record may request a written statement of the grounds for the denial.

Additional rights may be found in the Statute listed below.

Public Records Request Fee Schedule

Photo Copies (black)	\$1.00 1 st page, \$.25/page thereafter, or actual cost to contract out
Color Copies	\$.75/page, or actual cost to contract out
Fax Transmission	\$1.00/page
Production, Research, Compilation, Construction, Programing, and/or Computer Services	Staff time (including any additional overtime) plus any actual costs incurred
Audio Recording	Staff time (including any additional overtime) plus materials costs
Video Recording	Staff time (including any additional overtime) plus materials costs
Postage	Actual cost

Revised: 7/16/14

LEGAL REFS.: W.S. § 16-4-201 through § 16-4-205.

School District #1, Sweetwater County, Wyoming