

PUBLIC RECORDS POLICY

Pursuant to the Wyoming Public Records Act, Sweetwater County School District Number One adopts this policy to set forth its policy of complying with the Act, W.S. § 16-4-201 through § 16-4-205.

I. Designated Public Records Person. For purposes of this policy, the Superintendent is designated the District's "Designated Public Records Person". All applications for public records shall be made in writing to the Superintendent at:

Sweetwater County School District #1
Superintendent
3550 Foothill Boulevard, Rock Springs, WY 82901
Phone: 307-352-3400
Fax: 888-503-5671

II. Requests for Records. Upon receipt of a request for public records, the Superintendent or designee 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 requested records are readily available, the requested records will, upon payment of the imposed fee, be released immediately to the applicant, so long as the release does not impair or impede the agency's governmental entity's ability to discharge its other duties.

Records in Custody/Control of Custodian but Not Readily Available If the records are not readily available (such as in active use or storage), the Designated Public Records Person will immediately forward the request to the custodian or authorized person having personal control and custody of the public records and will notify the applicant of this situation within seven (7) business days from the date of acknowledged receipt 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 District, the Designated Public Records Person shall notify the applicant within seven (7) business days from the date of acknowledged receipt of the request of the unavailability of the records sought, and provide the name and contact information of the appropriate designated public records person, if known.

Records in Electronic Format. If a public record exists primarily or solely in an electronic format, the requesting person shall be so notified. The District will provide an electronic record in alternative formats unless doing so is impractical or impossible. 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.

III. Time for Release. Upon receipt of a request for public records, the Designated Public Records Person will provide an estimate of the cost and, when applicable, 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 receiving the request.

All public records will be released no later than thirty (30) calendar days from the date of acknowledged receipt of the request unless good cause exists preventing release. If good cause exists preventing release within thirty (30) days, the public records shall be released on a specified date mutually agreed to by the applicant and the governmental entity.

IV. 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 office of the Superintendent.

V. 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.

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; 3/9/2020

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

School District #1, Sweetwater County, Wyoming