

# CONVERSE COUNTY CONSERVATION DISTRICT RULES

## CHAPTER 1

### PUBLIC RECORDS

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

**Section 2. Applicability.** These rules 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 standard page for black and white copies and \$2.00 per page for reprints of photographs and scans of color documents. A \$40.00 per hour fee or portion thereof for projects requiring longer than 15 minutes will be assessed. The per hour fee will be charged for electronic and non-electronic public records including but not limited to, the time spent retrieving, compiling, sorting, reviewing, redacting, formatting, converting, or copying the public record, as well as activities required to create or construct a new public record from existing data sources and all associated programming and computer service. Electronic records will not be shared in a non-pdf format. An actual cost fee for mailing and shipping containers will be charged for non-electronic public records in addition to the per hour charge. Payment in full must be received before the copies or electronic information will be provided.

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