



Public Records Request Form

INSPECTION AND COPYING OF PUBLIC RECORDS

EGAB-1-R

Pursuant to the provisions of W.S. §16-4-201, et seq., the School District will open for inspection by any person at reasonable times, except as provided by the Wyoming Public Records Act, or otherwise provided by law, all public records maintained by the School District. In all cases in which the person has the right to inspect and copy any public records, the District will furnish such copies for a reasonable fee to be charged as follows:

1. The actual cost to the District for the time of the person involved to gather and/or copy such records; **and**
2. The actual cost of copying such records if copied by another person or entity not an employee of the District or for black and white photocopies made by the District **10¢ per page**.
3. The District may require that the estimated cost of the copies be paid in advance. Any excess payment shall be refunded and any underpayment shall be collected prior to distribution of the copies.

Adopted: January 10, 2012

To be completed by the Requestor:

Last Name	First Name	Today's Date
Mailing Address	City	State ZIP Code
Date of Birth	() Daytime Phone	
Company	E-mail Address	() Fax

Description of Information Requested: *Please be as descriptive and thorough as possible, and print legibly.*

Purpose of Request:

- Personal Commercial Litigation

Uinta County School District No. Four will attempt to provide the information requested within reasonable time. Please note that some requests may require additional research that may prolong the amount of time in which you will receive your requested documents. If an extended request period is anticipated, you will receive notification of the anticipated completion date.

If the request is urgent, please identify the date desired: ___ / ___ / ___

Identifying this target does not guarantee that your request will be granted by this date.

Delivery Method Preferred:

- Inspection Copies Mailed E-mailed Pick Up

Request Made:

- In Person In Writing By E-mail By Phone By Fax

I understand there may be charged for the duplication of these records. I agree to pay all applicable fees and charges for the requested information as identified in the above policy, or any costs to contract out duplication services.

Payment must be received before the request will be released. Payment must be received up front for requests estimated at a cost over \$50.00, or requiring more than two hours of research time.

Would you like the District to contact you regarding the charges before processing your request? Yes No

Signature: _____

Date: _____

OFFICE USE ONLY

Request Granted

Date Received: ___ / ___ / ___ Request Completed: ___ / ___ / ___

Approval for Release of Records: * _____ / ___ / ___

Fees: Copies \$ _____ Time \$ _____ Other: _____
 Postage \$ _____ Fax \$ _____ \$ _____

Request Denied

Reason for Withholding:

Uinta County School District No. Four is denying inspection or copying of these records. Access is denied pursuant to Wyoming State Statutes §16-4-201 (a) (v) to §16-4-204. This statute has identified this information as non-disclosable.