



Public Records Request Form

PHONE: (307)326-8335 FAX: (307)326-8941

TOWN OF SARATOGA
110 E SPRING AVE
PO BOX 486
SARATOGA, WY 82331

Name: _____ Today's Date: _____

Mailing Address / Street Address: _____ Apt/Unit #: _____

City: _____ State: _____ Zip code: _____

Company: _____ Fax #: _____

Phone #: _____ Email Address: _____

Request Made: In-Person: _____ In writing: _____ By email: _____ Fax: _____ Rec'd by: _____

Delivery Method preferred: Mailed: _____ Emailed: _____ Pick up _____ Date: _____ Time: _____

The following section will help us accurately fill your request, you will only receive what is specifically requested and in the control of the records custodian
Selected Below:

<u>Administrative Services</u>	<u>Town Clerk</u>	<u>Municipal Court</u>	<u>Planning</u>	<u>Public Safety</u>	<u>Recreation</u>	<u>Public Works</u>
*Accounting	*Information	*Criminal Violations	*Building Permits	*Police	*Gym	*Fleet Vehicles
*Finance	Technology	*Traffic Violations	*Engineering	*Fire	*Recreation Programs	*Weed & Pest
*Budget	*Water Resources	*Ordinances	*Planning		*Cemetery	*Streets
*Utility Billing	*Municipal Code	*Bonds	*Code Enforcement			*Water & Sewer
	*Resolutions		*Nuisance Control			*Parks
	*Licenses					*Engineering
	*Event Permits					
	*Bids					
	*Claims					
	*Boards &					
	Commissions					
	*Council Meetings &					
	Agendas					

Description of Information Requested: Please be as descriptive and thorough as possible(e.g. specific dates, time, event, topic, etc.) Per Wyo § 16-4-202: If the public records requested are not in the custody or control of the governmental entity to whom application is made, 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 records sought and provide the name and contact information of the appropriate designated public records person if known.



Public Records Request Form

PHONE: (307)326-8335 FAX: (307)326-8941

TOWN OF SARATOGA
110 E SPRING AVE
PO BOX 486
SARATOGA, WY 82331

TOWN OF SARATOGA PUBLIC RECORDS REQUEST

Purpose of Request

Personal

Commercial

Litigation

If a public record is readily available, it will be presented for viewing immediately. If the public records are not available, the Town of Saratoga will send you a response in writing within (7) business days of the request.

Town of Saratoga Public Records Request Fee Schedule (Resolution NO. 2019-08)

Standard copies (black & white)	\$0.10 a page	Town's fee to supervise copying	see section 5⑥(i)-(iii)
Standard copies (color)	\$0.60 a page	Special instances i.e., film	actual cost
Legal size copies (black & white)	\$0.25 a page	Scanning non-electric public records	\$0.10/page
Legal size copies (color)	\$1.00 a page	Electronic Media (disk, thumb drive etc.)	actual cost
Other sheet size	actual Cost	Fees for Transmitting Public Records.	
Photograph	actual Cost	The Town may charge the following fees for transmitting non-electronic public records:	
Utilization of an outside vendor for copying	actual Cost	Mailing, including cost of shipping container	actual cost
Notary	no charge	Facsimile	actual cost

Signature

I understand that there may be charges for the duplication of the public records. I agree to pay all applicable fees and charges for the information, as identified in the above fee schedule.

If duplication of documents is requested, would you like the Town of Saratoga to contact you regarding the charges before processing your request? yes ___ no ___

Signature: _____

Date: _____

OFFICE USE ONLY

Request Granted

Date Received: _____

Date Completed: _____

Approval for release of records: _____

Date: _____

FEES

Copies \$ _____ Fax \$ _____ Postage \$ _____

DVD's \$ _____ Color Copies \$ _____ Certification \$ _____

Plotted Maps \$ _____ Research Fee \$ _____ CD \$ _____

Records Check \$ _____ Total \$ _____

OFFICE USE ONLY

Request Denied

Date Received: _____

The Town of Saratoga is denying inspection or copying of these records. Access is denied Pursuant to Wyoming State Statutes §16-4-205, attached to this form. This statute has identified this information as non-disclosable.

Reason for Withholding:

RESOLUTION NO. 2019-08

A RESOLUTION OF THE GOVERNING BODY
OF THE TOWN OF SARATOGA, CARBON
COUNTY, WYOMING ESTABLISHING
UNIFORM PROCEDURES, FEES, COSTS AND
CHARGES FOR INSPECTION, COPYING AND
PRODUCTION OF PUBLIC RECORDS IN
COMPLIANCE WITH THE 2019 WYOMING
LEGISLATIVE AMENDMENTS TO THE
PUBLIC RECORDS ACT, §16-4-201, *et seq.*

WHEREAS, Wyo. Stat. §16-4-201, et al, commonly referred to as “The Public Records Act” has been amended by the Wyoming legislature; and

WHEREAS, these amendments of The Public Records Act become effective on July 1, 2019; and

WHEREAS, the Town of Saratoga, intends to fully comply with the amendments to The Public Records Act by the adoption of this Resolution.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Town of Saratoga that the 2019 amendments to The Public Records Act are adopted as more specifically set forth in the foregoing Resolution and shall establish uniform procedures fees, costs and charges for inspection, copying, and production of public records of the Town of Saratoga unless otherwise prescribed by law:

1. PUBLIC RECORDS REQUESTS, FEES, COSTS, AND CHARGES

The Town of Saratoga (hereinafter “Town”) hereby appoints the person fulfilling the position of Town Clerk to be the designated public records person to receive public records requests. The designated public records person shall coordinate with the custodian of the records requested and provide an appropriate response to the request.

2. The Town hereby establishes uniform procedures, fees, costs, and charges for inspection, copying, and production of public records.
3. Definitions:
 - (a) “Applicant” is the person that is making the public records request.
 - (b) “Clerical/support staff” are employees who generally perform office or administrative support duties. Clerical/support staff employees include secretaries and administrative assistants.
 - (c) “Electronic public record” is a public record that is primarily or solely stored in an electronic format. Typically, the Town will only be able to produce a copy of the original electronic public record due to the native format, security, and integrity of the original data or electronic record.
 - (d) “Information technology staff” are employees who perform duties relating to retrieving, compiling, constructing, formatting, or extracting electronic public records located on computer systems, software, servers, or networks. Information technology staff employees may also perform computer programming or other computer services relating to electronic public records.
 - (e) “Professional staff” are employees who are not clerical/support or information technology staff as defined herein. Professional staff employees perform administrative, managerial, or professional duties.
 - (f) “Supervise copying” occurs if someone other than the Town is allowed under W.S. § 16-4-204(b) to make copies, printouts, or photographs. Under W.S. § 16-4-204(b), the Town is authorized to charge a reasonable fee to supervise the copying, printing out, or photographing if someone other than the Town makes the copies, printouts or photographs. The supervision fee shall be the hourly rates stated in section 5(c)(i)

through (iii). For instance, if clerical/support staff is required to supervise the copying, printing out or photographing, the hourly rate will be \$15.50.

4. Public Records Request. Pursuant to the provisions of W.S. § 16-4-201, et seq., the Town 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 Town. If the public records requested are not in the custody or control of the Town, the Town shall notify the applicant of the unavailability of the requested records within seven (7) business days from the date of acknowledged receipt of the request and provide the name and contact information of the appropriate designated public records person, if known. In all cases in which the person has the right to inspect and copy any public records, the Town will furnish such copies for a reasonable fee as provided for herein.
5. Electronic Public Records.
 - (a) Production and Construction Costs. Under W.S. § 16-4-202(d)(i) the Town shall charge an applicant the reasonable costs of producing and constructing a copy of an electronic public record for inspection and copying. This cost may include, but is not limited to, the time spent retrieving, compiling, sorting, reviewing, redacting, formatting, converting, or copying the electronic public record, as well as activities required to create or construct a new electronic public record from existing sources and all associated programming and computer services.
 - (b) Minimum Requirements to Charge Costs. Production and construction costs will be charged only if they exceed \$5.00 ("the base"). If the costs exceed the base, only the amount over the base will be charged to the applicant. If electronic production and/or construction costs for a request are less than or equal to the base, the applicant will not be charged any costs for production and/or construction of said electronic records. The base is a credit upon the total amount charged for the production and/or construction of electronic records. Applicants may not use multiple record requests to evade the base threshold. The Town has discretion to consolidate public records requests that it reasonably believes have been drafted and submitted to evade the base threshold.
 - (c) Production and Construction Costs. Production and construction costs for electronic public records shall be as follows:
 - (i) \$15.50/hour for clerical staff time.
 - (ii) \$30.00/hour for information technology staff time.
 - (iii) \$40.00/hour for professional staff time.
 - (iv) Actual cost of programming and computer services.
 - (v) Actual cost of necessary legal fees incurred to review documents to ensure protection of information that is classified as confidential by law.
 - (d) Payment. The Town must provide the applicant with an estimate of the reasonable costs of production and construction of the electronic public records. The applicant must pre-pay the estimated costs before the Town produces or constructs the electronic public records or provides any copies for inspection. Payment shall be made to the Town. If the Town reaches the limit of the payment by the applicant, the Town will produce the records that are ready and available at that point and will provide an additional estimate pursuant to this subsection prior to continuing with the request.
 - (e) Refund. If the Town estimates and receives costs exceeding the actual time required to produce and construct the electronic public records, the Town shall refund the excess charge received at the same time that it allows the applicant to inspect the electronic public records.
 - (f) Inspection. The Town shall notify the applicant in writing when copies of the electronic public records are produced and available for inspection. The applicant shall have a month from the time the Town provides notification to come to the

Town's designated location to inspect the records. After the one-month time period, the request shall be officially closed.

(g) Request Priority. Requests that are at or below the \$180.00 threshold will be handled expeditiously by the Town and will take priority over the other public record requests that are above the threshold.

(h) Costs for Producing Copies. The fee schedules described in Sections 5(b), (d), and (e) apply to electronic public records.

6. Non-Electronic Public Records.

(a) Inspection. The Town shall notify the applicant in writing when copies of the non-electronic public records are produced and available for inspection. The applicant shall have one month from the time the Town provides notification to come to the Town's designated location to inspect the records. After the one-month time period, the request shall be officially closed.

(b) Fees for Copying Non-Electronic Public Records. Under W.S. § 16-4-204, an applicant may obtain a paper copy of a non-electronic public record upon payment as follows:

(i)	Standard (8.5 x 11 inch) –black and white copy	\$0.10/page
(ii)	Standard (8.5 x 11 inch) – colored copy	\$0.60/page
(iii)	Legal (8.5 x 14 inch) – black and white copy	\$0.25/page
(iv)	Legal (8.5 x 14 inch) – colored copy	\$1.00/page
(v)	Other sheet size	actual cost
(vi)	Photograph	actual cost
(vii)	Utilization of an outside vendor for copying	actual cost
(viii)	Town's fee to supervise copying	see Section 5(c)(i) – (iii)
(ix)	Special instances, i.e., film	actual cost

(c) Payment. The applicant shall pre-pay all fees in Section 6(b) before the Town provides the copies, if requested. Payment shall be made to the Town.

(d) Costs for Producing Electronic Copies. An applicant may obtain an electronic copy of a non-electronic public record upon payment as follows:

(i)	Scanning non-electronic public records	\$0.10/page
(ii)	Electronic Media (disk, thumb drive, etc.)	actual cost

(e) Fees for Transmitting Public Records. The Town may charge the following fees for transmitting non-electronic public records:

(1)	Mailing, including cost of the shipping container	actual cost
(2)	Facsimile	actual cost

Resolution 2019-08 and the fees and charges set forth herein may be amended, when the Governing Body deems changes are necessary and appropriate.

DATED this 16th day of July, 2019.

(S E A L)

Town of Saratoga, Wyoming

By: John ZEIGER
Title: John Zeiger, Mayor
Town of Saratoga, Wyoming

ATTESTED:

By: Suzie Cox
Title: Town Clerk