

**TOWN OF CHUGWATER**

**RESOLUTION 11-06-23**

WHEREAS, the Town of Chugwater, Platte County, Wyoming, is the custodian of public records; and

WHEREAS, Wyoming Statute §16-4-204 provides, in part, that in cases in which a person has the right to inspect and copy any public record that he or she may request copies (Requestor), printouts or electronic copies for a reasonable fee to be set by the records custodian; and

WHEREAS, Wyoming Statute §16-4-204 provides, in part, that any fees or charges by the custodian of the public record shall be authorized by the Town Council; and

WHEREAS, the Town of Chugwater desires to adopt the following public records policy and fee schedule.

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF CHUGWATER, WYOMING**, that the foregoing recitals are incorporated in and made part of this resolution by this reference and the following PROCESS and FEE SCHEDULE is adopted and becomes effective immediately:

1. Public records are available for inspection at reasonable times during normal business hours for the Town of Chugwater.
2. Copies of public records are available to any person or entity, and any request shall submitted in writing on the prescribed form of the Town of Chugwater to the Town Clerk.
3. The fees charged for services are:

**Staff time to complete request(s):**

Time will be billed at the lesser of actual costs or \$ 25.00 per hour.

This cost may include, but is not limited to, the time spent retrieving, compiling, sorting, reviewing, redacting, formatting, converting, or copying the record requested.

**Photocopies:**

Per page, per side (8½ x 11), black and white \$ 1.00

Per page, per side (8½ x 14), black and white \$ 1.00

Color copies are not available in Town Hall

**Scan and Email, or Print:**

Per page \$ 1.00

**Fax Service:**

Transmit, per page, per side \$ 2.00

**Electronic Records**

Per item electronically provided (i.e., including but not limited to CD, DVD, USB storage device) \$ 10.00

**Postage charge for records request:**

Actual charges incurred for postage will be passed on to the Requestor.

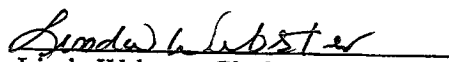
**Supervise copying:**

If someone other than Town is allowed or required to make copies, printouts or photographs, then the charge will be the Staff time incurred at the rate provided herein and the actual costs of the items reproduced.

4. If the records request is estimated to be more than twenty-five (25) pages, the Clerk of the Town of Chugwater shall notify the person or entity making the request, and provide the Requestor an estimate of the costs and require the payment of reproduction costs prior to beginning the copying or reproduction. The Town has discretion to consolidate public records requests that it thinks have been drafted and submitted to evade the twenty-five (25) page threshold.
5. If the Town's estimates and receives costs exceeding the costs incurred, then the Town shall refund the excess charges.

PASSED, APPROVED AND ADOPTED THIS 6<sup>th</sup> day of November, 2023.

  
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Carol Ash, Mayor

  
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Linda Webster, Clerk