

LINCOLN CONSERVATION DISTRICT RULES

CHAPTER I

PUBLIC RECORDS

Section 1. Authority. These rules are promulgated by the Lincoln Conservation District (LCD) 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 Lincoln Conservation District.

Section 3. Requests. Requests for inspection of Lincoln Conservation District records shall be in writing submitted to the Lincoln Conservation District office. Requests must be specific and contain details sufficient to identify the records requested.

Section 4. Inspection. The inspection of Lincoln Conservation District records will occur in the Lincoln Conservation District office. Original records may not be removed from the Lincoln Conservation District office. Arrangements may be made for the Lincoln Conservation District staff to copy records. A charge of \$0.10 per page for black and white copies and \$2.00 per page for reprints of photographs and scans of color documents. A \$25.00 per hour 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 records, 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 Lincoln Conservation District records will be determined in accordance with the Wyoming Public Records Act.

NOTICE: This document was taken in person by DeMont B. Grandy, to the Lincoln County Clerk on October 10/31/18, to be filed as an OFFICAL DOCUMENT FOR THE LINCOLN CONSERVATION DISTRICT'S POLICY ON PUBLIC RECORDS