

CITY OF KEMMERER
CITY CLERK/TREASURER'S OFFICE

OFFICIAL POLICY ON REQUEST FOR PUBLIC RECORDS

1. All public records, unless deemed privileged or confidential by law, shall be open for inspection by any person, at reasonable times, during business hours of the City Clerk/Treasurer's Office, City of Kemmerer.
2. Requests to view or copy public records must be submitted in writing on the proper form as used by the City Clerk/Treasurer's Office and signed by the applicant.
3. For the protection of the records and the prevention of unnecessary interference with the regular duties of the office, the office may take up to seven (7) business days to respond to a request for public records. Additional time may be required depending on the nature of the record.
4. In the case of a request to review public records, the records will not leave the City Clerk/Treasurer's Office and an office employee will be present at all times when the records are being viewed.
5. If the request is for copies of public records, the copies will be made by the City Clerk/Treasurer's Office employee and the requesting party will be charged for the copies as per the current fee schedule at the time.
6. If the public records requested are not in the custody or control of the City Clerk/Treasurer's Office, or are in active use or in storage, and therefore not available at the time the applicant asks to examine them, the City Clerk/Treasurer's office will notify the applicant within seven (7) business days from the date of acknowledged receipt of the request of the unavailability of the records sought, unless good cause exists preventing a response within such time period.
7. The City Clerk/Treasurer will determine if the public record is or is not confidential. In the absence of the City Clerk/Treasurer, the Deputy Clerk/Treasurer, City Administrator, or City Attorney will make that determination.

CITY OF KEMMERER
REQUEST FOR RECORDS

Requester's Name: _____

Address: _____

Daytime telephone: _____ Date: _____

I am requesting to () view () copy the following record(s)
of the City of Kemmerer:

Signature: _____

(FOR CITY OF KEMMERER USE ONLY)

Date request received: _____

Person receiving request: _____

___ Records are considered public record - okay to copy or view.

___ Records are not to be copied or viewed by public.

Signature: _____
City Clerk/Treasurer

Date: _____

Request () approved () denied

Date of notification if denied: _____

Date copies given/files reviewed: _____

Copying fees: _____ copies X _____ each = _____

EXHIBIT A

The Public Records fee schedule for the City of Kemmerer, incorporated by Resolution No. 2016-718, shall be as follows:

TYPE OF RECORD	FEE
Fax and Copies, Black and White	\$0.25 per page
Fax and Copies, Color	\$0.50 per page
Copy Media, CD or DVD	\$5.00 per disc (media to be supplied by City)
Research Fees: in addition to any of the fees above	\$25.00 per hour the first ½ hour of research is at no cost
Emailed documents	\$0.15 per page; Research Fee shall apply
Scanned in pages	\$0.25 per page; Research Fee shall apply
Large requests (over 50 pages and/or more than 4 hours of research)	Fully executed agreement to pay for all associated costs

The following shall be the procedure for requesting any allowed public records from the City of Kemmerer.

1. A written request must be made to the custodian of the record. The City Clerk is the custodian of records for the City of Kemmerer with the exception of Police Department and Kemmerer Municipal Court records.
2. The custodian of records for the Police Department is the Police Chief. The custodian of records for the Kemmerer Municipal Court is the Municipal Court Clerk.
3. The written request shall provide the name, signature, address, and telephone number of the person requesting review of public records. Records shall be identified as accurately as possible. A form is available in the office of the City Clerk or online at www.kemmerer.org.
4. Payment of all associated fees of a public records request shall be paid in advance of preparation and delivery of the public records. The custodian of records shall provide the requesting party with an estimate of all costs prior to any research, assembly, or delivery of requested records.
5. Determination whether a document constitutes a "public record" and may be released for inspection shall be made pursuant to the provisions of the Wyoming Public Records Act, W.S. 16-4-201 et seq. The records will be compiled by the custodian of the record and will then be reviewed by either the City Administrator or the City Attorney to verify that the records may be released to the public.

6. If the request to inspect is denied, the custodian of records shall provide a written explanation of the denial pursuant to W.S. 16-4-203(e).