

**RESOLUTION 2025-6**

**RESOLUTION TO ESTABLISH A FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS MADE PURSUANT TO WYOMING STATUTE §16-4-201 et seq.**

**WHEREAS**, the Weston County Board of County Commissions have previously resolved to identify the Weston County Attorney as the “designated public records person” for Weston County, Wyoming, pursuant to Wyoming Statute §16-4-202(e); and

**WHEREAS**, the Weston County Board of County Commissioners, pursuant to Wyoming Statute §16-4-204, desire to establish a fee schedule for public record requests properly submitted to the Weston County Attorney to insure notice is provided by the record requester and the public in general to provide uniformity in application in relation to records produced in conformity with the Wyoming Public Records Act; and

**NOW, THEREFORE, BE IT RESOLVED BY THE WESTON COUNTY BOARD OF WESTON COUNTY COMMISSIONERS;** that the Weston County Attorney, as the designated public records person for Weston County, as well as all other record custodians acting to directly produce public records pursuant to the Wyoming public Records Act, shall address the following policy and fee schedule:

1. All requests will be submitted in writing. If a request is not submitted in writing, then the public records custodian may demand the same in written form;
2. Within seven (7) days of receipt of a records request, the Weston County Attorney, as the designated public records person, will notify the applicant whether or not the information sought is within the access and control of Weston County; whether or not access to records is being denied and under what basis, and notify the applicant if any information requested is in active use at the time of the request and, therefore, unavailable.
3. All public records properly requested shall be released no later than thirty (30) days after acknowledgement of receipt of a public records request unless a lawful basis for denial is established. If good cause exists as to why production cannot occur within the thirty (30) days then the parties may mutually agree on a release date for the material. If no acceptable resolution is found then the applicant may appeal to the ombudsman or petition the district court for relief.
4. All public records requests must describe the record or information with such specificity as to identify the nature and expanse of the request.
5. Any fee established by Federal, State or other law will be charged as otherwise directed. In the absence of such statutory authority, however, the following fee schedule shall apply:

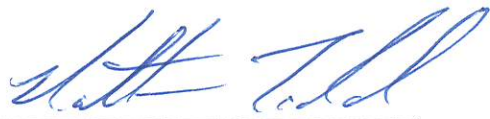
Photocopies: 8 ½ x 11	Black and White: Color:	\$1.00 per side \$2.00 per side
Scanned pages:		\$1.00 per page
Facsimile Service:	Transmit: Receive:	\$2.00 per side per page \$2.00 per side per page
Electronic Record Production (flash drives)	Purchase from Clerk	\$10.00 – 4G \$15.00 – 32G \$20.00 – 64G
Any other electronic medium:		Ask actual cost
Staff Fees:		\$20.00 per hour after 15 minutes
Postage Charge:		Actual charges incurred by Weston County

Nothing in this resolution should be construed as authorizing a fee to be charged as a condition of making a public record available for inspection.

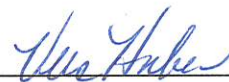
DATED this 1<sup>st</sup> day of April 2025 in Weston County, Wyoming

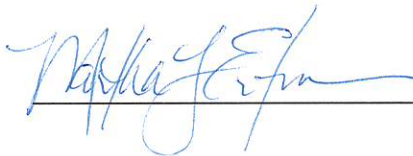
BOARD OF COUNTY COMMISSIONERS IN AND FOR WESTON COUNTY, WYOMING

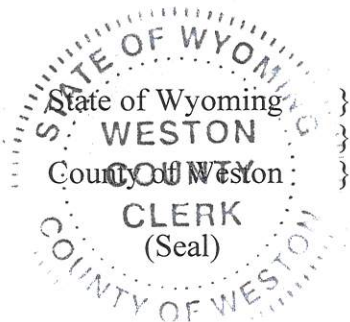
BOARD OF COMMISSIONERS  
WESTON COUNTY, WYOMING

  
Chairman

  
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BECKY HADLOCK, WESTON COUNTY CLERK  
My term of office expires January 1, 2027