



Public Records Request Form

Please submit form in person to the Office Attorney's Office
or via e-mail to: motto@rawlinswy.gov

City of Rawlins
521 W. Cedar St.
P.O. Box 953
Rawlins, WY 82301

OFFICE USE ONLY: Request No. _____

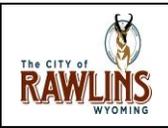
To Be Completed By the Requestor:

Name:				Today's Date:			
<i>Last</i>		<i>First</i>					
Mailing Address:						<i>Apartment/Unit #</i>	
<i>City</i>				<i>State</i>		<i>ZIP Code</i>	
Company:				Fax:			
Phone:				E-mail Address:			
Request Made:		In Person <input type="checkbox"/>	In Writing <input type="checkbox"/>	By Email <input type="checkbox"/>	Fax <input type="checkbox"/>	Rec'd by: _____	
Delivery Method Preferred:		Inspection <input type="checkbox"/>	Copies <input type="checkbox"/>	Mailed <input type="checkbox"/>	Emailed <input type="checkbox"/>	Pick Up <input type="checkbox"/>	Date: _____ Time: _____

The following section will help us accurately complete your request.

You will only receive what is specifically requested and in the control of the Records Custodian selected.

Administrative Services:	City Attorney / Municipal Court:	City Manager / City Clerk:	Community Development:	Public Safety:	Recreation:	Public Works:
<ul style="list-style-type: none"> <input type="checkbox"/> Accounting <input type="checkbox"/> Finance <input type="checkbox"/> Budget <input type="checkbox"/> Utility Billing 	<ul style="list-style-type: none"> <input type="checkbox"/> Criminal Violations <input type="checkbox"/> Traffic Violations <input type="checkbox"/> Criminal Bonds <input type="checkbox"/> Municipal Court <input type="checkbox"/> Claims 	<ul style="list-style-type: none"> <input type="checkbox"/> Information Technology <input type="checkbox"/> Water Resources <input type="checkbox"/> Resolutions <input type="checkbox"/> Licenses <input type="checkbox"/> Event Permits <input type="checkbox"/> Bids / Awards <input type="checkbox"/> Boards & Commissions <input type="checkbox"/> Council Meetings & Agendas 	<ul style="list-style-type: none"> <input type="checkbox"/> Building Permits <input type="checkbox"/> Building Inspections <input type="checkbox"/> Planning and Zoning Commission <input type="checkbox"/> Board of Adjustments <input type="checkbox"/> Nuisance Control <input type="checkbox"/> Code Enforcement & Code Violations <input type="checkbox"/> Contractors & Licensing 	<ul style="list-style-type: none"> <input type="checkbox"/> 9-1-1 Dispatch <input type="checkbox"/> Police <input type="checkbox"/> Animal Control <input type="checkbox"/> Fire <input type="checkbox"/> Emergency Management <input type="checkbox"/> Police Report Request <input type="checkbox"/> Fire Department <input type="checkbox"/> Fire Report Request 	<ul style="list-style-type: none"> <input type="checkbox"/> Recreation Center <input type="checkbox"/> Recreation Programs <input type="checkbox"/> Golf Course <input type="checkbox"/> Shooting Ranges 	<ul style="list-style-type: none"> <input type="checkbox"/> Parks <input type="checkbox"/> Fleet Vehicles <input type="checkbox"/> Streets <input type="checkbox"/> Utilities <ul style="list-style-type: none"> Water Sewer <input type="checkbox"/> Engineering <input type="checkbox"/> Landfill <input type="checkbox"/> Solid Waste <input type="checkbox"/> Recycling <input type="checkbox"/> Cemetery
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Description of Information Requested: Please be as descriptive and thorough as possible (e.g. specific date, time, event, topic, etc.)
Per W.S. § 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.

Purpose of Request

Personal

Commercial

Litigation

If a public record is readily available, it will be presented for viewing immediately so long as the release does not impair or impede the record custodian's ability to discharge other duties.

If the public records are not immediately available, the City of Rawlins will send you a response in writing within (7) business days of the request.

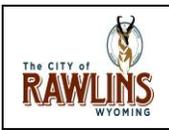
Signature

I understand that there may be charges for the retrieval and duplication of the public records even if my request is only for inspection of records. I agree to pay all applicable fees and charges for the requested information, as identified in the above fee schedule.

Would you like the City to contact with an estimate for potential charges before processing your request? Yes No

Signature:

Date:



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Request Granted

Date Received: _____ / _____ / _____ Request Completed: _____ / _____ / _____

Approval for Release of Records: _____ Date: _____

Fees

Research Fee:	\$	Postage:	\$	Employee Time:	Hours	Rate	\$	Audit/Report/Budget/Etc	\$
Recording Fee:	\$	CD/DVD:	\$	Outside Vendor, Consultant, Professional Time:	Hours	Rate	\$	Other	\$
Copies:	\$	GIS Copies:	\$	Outside Vendor, Consultant, Professional Costs:	Hours	Describe	\$	Other	\$
Total:								\$	

OFFICE USE ONLY

Request Denied Yes

Date Received: _____ / _____ / _____ Request Completed: _____ / _____ / _____

The City of Rawlins is denying inspection or copying of these records. Access is denied pursuant to Wyoming State Statutes §16-4-201 to § 16-4-205. This statute has identified this information as non-disclosable.

Reason for Withholding:

For office use only



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City of Rawlins Public Records Request Fee Schedule

Complete Fee Schedule is posted on City of Rawlins website or available upon request.

ADMINISTRATIVE FEES

Public Document Research Including, but not limited to, research of items such as permits and property files. <u>Does not</u> include special projects or public records requests.	First Page	\$10.00
	Every Page Thereafter	\$1.00
Recording Fees	First Page	Actual Fee
	Every Page Thereafter	Actual Fee
Special Projects & Public Records Requests		
Employee Time - Min 1/4 hour charge is applied for all requests	Per Hour	Actual Hourly Rate
Outside Vendor, Consultant, Professional Time This refers to non-employee resources utilized in responding to Special Projects or Public Records Requests, including, but not limited to, IT professionals, attorneys, engineers, printing services, vendors, and consultants	Per Hour	Actual Hourly Rate
Outside Vendor, Consultant, Professional Costs Includes, but is not limited to, materials and supplies utilized to complete project or request		Actual Cost
Public Document Copies (B&W or color)	Each Page 8 1/2 x 11	\$0.75
	Each Page 11 x 17	\$1.00
	Each Page 18 x 24 Plat	\$7.50
	Each Page 24 x 37 Plat	\$10.00
	Each Page 36 x 48 Plat	Actual Outside Rate
Postage / Shipping / Delivery		Actual Rate
CD/DVD or Flash Drive	Each	\$5.00
Audits, Reports, Budgets	Set by City Manager	

IMPORTANT NOTES:

1. No inspection fee will be charged for making records available for inspection only.
2. If a public record exists solely in an electronic format, the costs of making copies shall be borne by the party making the request, even if the request is for inspection only.
3. Requests for estimates for a public records request are the responsibility of the requestor to make.
4. If an outside Vendor, Consultant, or Professional is required to complete a special project or public records request, an estimate that includes the rate schedules for the outside vendor, consultant, or professional will be also provided in the estimate.
5. Prepayment must be received for any special projects, public records requests, or public document research requests where estimates exceed \$100.

FOR MORE INFORMATION ON THE WYOMING PUBLIC RECORDS ACT

See Wyoming State Statutes § 16-4-201 to § 16-4-205