

Inspection & Copying of Public Records

EGAB-R

Public Records Request

Date of request: _____

Name of party requesting information: _____

Telephone # _____ (for notification when records are available)

Type of request: _____ Inspection of records
 _____ Copying of records

Description of information requested (please be as specific as possible)

NOTICE

In responding to public records requests, CCSD#1 complies with the requirements of the Wyoming Public Records Act, Wyoming Statute 16-4-201 *et seq.* The Wyoming Public Records Act requires and/or allows CCSD#1 to not disclose certain categories of records.

Pursuant to CCSD#1 board policy, CCSD#1 requires persons requesting copying of records to pay a reasonable fee equal to the cost to the school district for the inspection and copying of the records. CCSD#1 may require the estimated cost of copies to be paid in advance. Any excess payment shall be refunded; any underpayment shall be collected prior to distribution of the copies.

Please submit to: Crook County School District #1 Central Office
PO Box 830, 108 North 4th
Sundance, WY 82729-0830

Please print name _____

Signature _____

INTERNAL USE ONLY

Received by _____	Fee charged _____
Date received _____	Date responded _____