

INSPECTION & COPYING of PUBLIC RECORDS

EGAB

Pursuant to the provisions of W.S. §16-4-201, et seq., Crook County School District #1 will open for inspection, by any person at reasonable times, except as provided by the Wyoming Public Records Act or otherwise provided by law, all public records maintained by CCSD#1.

Crook County School District #1 requires that all public records requests be submitted to the superintendent/board secretary on the approved form.

In all cases in which the person has the right to inspect and copy any public records, the superintendent and/board secretary shall make the records available for inspection and/or provide copies of the records within a reasonable amount of time. CCSD#1 will make records available for inspection and/or provide copies of records for a reasonable fee to include:

1. For copies, a fee of \$0.15 per page copied by CCSD#1 or the actual cost of copying if copies are made by an outside firm, such as for duplication of non-routine formats;
2. The actual cost to CCSD#1 for the time of the person involved to make the records available for inspection; and
3. CCSD#1 may require the estimated fee be paid in advance. Any excess payment shall be refunded and any under-payment shall be collected prior to distribution of the copies.

Adopted: December 19, 2011

Revised: April 20, 2015