

INSPECTION AND COPYING OF PUBLIC RECORDS

Pursuant to the provisions of W.S. §16-4-201, et seq., the School District 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 the School District. In all cases in which the person has the right to inspect and copy any public records, the District will furnish such copies for a reasonable fee to be charged as follows:

1. The actual cost to the District for the time of the person involved to gather and/or copy such records; and
2. The actual cost of copying such records if copied by another person or entity not an employee of the District or for black and white photocopies made by the District at 10¢ per page.
3. The District may require that the estimated cost of the copies be paid in advance. Any excess payment shall be refunded and any underpayment shall be collected prior to distribution of the copies.

Adopted: 1/25/12