

Policy Series 3000
Board Policy 3030

Public Records

The Public Records Act defines “public records” as “the original and copies of any paper, correspondence, form, book, photograph, Photostat, film, microfilm, sound recording, map drawing or other document, regardless of physical form or characteristics that have been made by the state of Wyoming and any counties, municipalities and political subdivisions thereof, or received by them in connection with the transaction of public business, except those privileged or confidential by law”. The Act does not require the District to create or compile a record which does not exist at the time of the request.

The District is subject to the Wyoming Public Records Act and will fully comply with all the provisions and requirements of the Act, per W.S. 16-4-201 through 16-4-205.

Per W.S. 16-4-205, any person who knowingly or intentionally violates the provisions of this act is liable for a penalty not to exceed seven hundred fifty dollars (\$750.00). The penalty may be recovered in a civil action and damages shall be assessed by the court. Any action pursuant to this section shall be initiated by the attorney general or the appropriate county attorney. If the District custodian of public records is acting in good faith and in accordance with this policy and related procedure, any fine levied upon that individual will be paid by the District.

Administrative Procedure 3030.1 outlines the procedure for requesting public records, including when a fee may be charged related to a public records request.

All public record requests shall be handled by the District’s custodian of public records. The specific name, business email address, and mailing address of this person shall be submitted to the department of administration and information.

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