

“EXHIBIT A”

INSPECTION OF PUBLIC RECORDS POLICY

Everyone has the right to inspect any public record of the City of Lander, except:

- Records concerning physical or mental examinations;
- Letter of reference concerning employment, licensing or permits;
- Letters which are matters of opinion in personnel files;
- Law enforcement records revealing confidential sources;
- As otherwise provided by law

Procedures for Requesting Records:

1. A written request is made to the custodian of record. The City Clerk is the custodian of record for the City of Lander. If a record is readily available where it is created, stored or maintained, the request may be made in that office. For example: Police incident records are in the Lander Police Department and requests shall be made to the LPD Records Clerk, Municipal Court will provide criminal/arrest history.
2. A written request shall provide the name, signature, address and telephone number of the person requesting review of records. Records shall be identified as accurately as possible. A form is available in the office of the City Clerk or online at www.landerwyoming.org/forms.
3. Inspection will be granted immediately, or as soon as practicable under circumstances, but no later than 15 days.
4. If the inspection is not granted within three (3) business days, the requester will receive a letter from the custodian of record identifying when the records will be available.
5. Confidential information in a specific record will be removed.
6. The City of Lander is not required to create a record that does not exist.
7. Very difficult or large requests may take longer than fifteen (15) days. If time extends past fifteen (15) days, the requester will receive a letter from the custodian of record identifying when the records will be available.
8. If a request to inspect records is denied, the custodian of record will explain the denial.
9. If the custodian of record does not deliver the records requested, or denied the inspection of the records incorrectly, a penalty may be imposed on the City.
10. Action to enforce the Wyoming Statute 16-4-201 – 16-4-205 Public Records are taken by the Attorney General or the County Attorney.

Service	Description	Fee
Routine Copies of Documents	Up to 11 X 17 May be charged in advance. If mailing is expected, actual costs for postage will also be charged.	.50 per page
Routine Electronic Copies of Documents	Any document that can be sent via e-mail	.10 per page
Maps	Engineering Maps	\$20.00 per map
All Police/Accident Reports	Victim/Complainant	\$5.00 per report
Digital/Electronic Records	DVD/CD includes video and audio	\$10.00 per each DVD/CD
Criminal/Arrest History	All reports	As determined by the Supreme Court



CITY OF LANDER, WYOMING
 240 LINCOLN STREET
 LANDER WY 82520

 (307)332-2870
 (307)332-4317

 landercity@landerwyoming.org

APPLICATION TO INSPECT PUBLIC RECORDS

Pursuant to WS 16-4-202 I request inspection of public records of the City of Lander described as follows, to-wit (attach list of additional documents, if necessary):

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

I agree to pay the City, the reasonable costs of copying or reproduction pursuant to City policy and regulations.

Public records will be available for inspection from 8:00 a.m. to 5:00 p.m. on normal business days at the City offices. Original records may not be removed from the City offices.

 Applicant Signature Date

Name: _____

Email Address: _____

Address: _____

Phone: _____

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 The foregoing application to inspect public records is:

_____ Approved Cost: _____

_____ Disapproved for the following reasons: _____

City Clerk

Date