

INSPECTION AND COPYING OF PUBLIC RECORDS

Pursuant to the provision of W.S. 16-4-201, et seq., the school will open for inspection by any person at reasonable time, 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 at the school location for black and white photocopies made by the District 10 cents per page, for color photocopies made by the District 50 cents per page, or actual cost if the materials must be professionally copied. Individuals will not be allowed to remove the records from the site where they are being stored for purposes of making copies. District employees may transport public records to copy locations outside the storing site if required in order to comply with statute requirements.
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.

The district will allow a specific set of staff members the right to determine all fees associated with this policy. When the request is made in direct relation to a student's confidential educational program the fee may be waived at the discretion of the coordinating staff member.

Approved: February 13, 2012