

Laramie County Electronic Public Records Request Policy & Fee Schedule

Policy.

A. Purpose. The purpose of this policy is to establish procedures for processing public records requests related to electronic public records maintained by the Laramie County IT Department, including electronically stored documents, email, and video recordings. This Policy does not apply to electronic records maintained by other County Departments. This Policy also does not apply to requests submitted by other governmental agencies. Interagency requests will be processed at the discretion of the Director of the Laramie County IT Department (Director).

B. Authority. This policy is adopted pursuant to the Wyoming Public Records Act, Wyo. Stat. § 16-4-201 to -205, as amended. Nothing in this policy shall be construed to limit the authority of the Director to deny or limit access to any electronic record when required or permitted by the Public Records Act or any other law.

C. Retention. Because of limited storage capabilities, the Laramie County IT Department does not retain electronic records indefinitely. Old data files are continuously deleted or overwritten. The public is therefore cautioned that any delay in submitting a request for electronic records may result in the permanent, automatic destruction of the records. Retention periods vary depending on the nature of the record, storage mediums, changes to software and capacity. The IT Department can provide further information in regard to retention on various record types.

D. Custodian. Except for those records maintained by individual County Departments, the Director is the custodian of all electronic records stored within the Laramie County Computer Systems.

E. The County Designated Public Records person is the Chief Deputy County Clerk and as such all requests shall be submitted to the Clerk's office.

F.. Referral of Requests.

- i. A Request for electronic records maintained by another County Department will be referred to the other Department for processing.
- ii. When another County Department requires the services of the IT Department to process a request for electronic records, the IT Department fee schedule shall be used to determine any additional production costs due to the person requesting the records.
- iii. Requests for video recordings of the courtrooms in the Laramie County Government Complex shall be submitted to the Director. The Director will process such requests in consultation and with the required approval of the appropriate Judge or Court.

Fee Schedule.

A. Purpose. The purpose of this Fee Schedule is to establish a reasonable fee for services rendered by the Laramie County IT Staff and reasonable costs of constructing and producing copies of electronic records, including programming and computer services. Nothing in this Fee Schedule shall be construed to limit the Director's authority to deny requests in accords with applicable law

and regulation that he considers unduly burdensome or contrary to the public interest, or which he believes would impair the Department's ability to discharge its duties.

B. Inspection. In his discretion, the Director may allow the inspection of electronic records covered by this policy, under the supervision of Department Staff, and at a time and in a manner that does not interfere with the regular duties of the Department or compromise the security and integrity of the County's computers, software, and networks.

C. Copies. Copies of electronic records will be provided upon the payment of the fees indicated below. To avoid compromising the security and integrity of the County's computers, software, and networks, copies will be provided using only the storage media indicated in this Policy or otherwise authorized by the Director.

D. Fees.

1. Staff Time: \$125.00 per hour; \$125.00 minimum charge. Staff Time will vary based on many factors, including the complexity of the request, the overall quality of the description of the records requested, including dates and times, a description of the record contents, and the availability of the requestor to verify the correct records during any search, and any other factor affecting the Staff Time required to process the request.

2. Hardware:

(a) Records on CD or DVD (provided by Department): \$1.00

(b) Records up to 64GB—USB Drive (provided by Department): \$30.00

(c) Records more than 64GB—Requestor must provide storage device to Department's specifications, in its original, unopened packaging.

(d) The Director, in his discretion, may authorize the production of, and costs for, records in alternative formats.

E. Payment.

Payments shall be made in a form authorized by the Director. Some or all of a payment may be required in advance. The Director reserves the right to withhold the release of any record until after payment is made in full. All outstanding amounts due must be paid before the Department will process any subsequent requests.

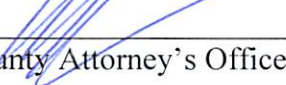
Authorization.

Adopted and approved, effective this 23 day of July, 2020.

By: 

Brad Alexander, Director
Laramie County Information and Technology Department

REVIEWED AND APPROVED AS TO FORM ONLY

By:  Date: 7/16/20
Laramie County Attorney's Office

For a signed copy, please contact the Director of Information and Technology Departemnt