



LARAMIE COUNTY GOVERNMENT

TITLE Public Records Requests	APPROVAL DATE 12/20/2016
SECTION Workplace Expectations	REVISION DATE N/A

Wyoming Public Records Act 16-4-201 safeguards the Public's right of access to government meetings and records unless the Legislature allows an exemption. Public Record requests can come from both individuals and the media:

Examples of items exempted from Public Records Requests (not all inclusive list):

- Medical, psychological and sociological data on individual persons
- Personnel files
- Letters of reference
- Trade secrets, privileged information and confidential commercial, financial, geological or geophysical data furnished by or obtained from any person
- Records or information compiled solely for purposes of investigating violation of, and enforcing personnel rules or policies which would invade personnel privacy.
- Other documents as provided for in Wyoming 16-4-203.

It is important to note that the statute only requires the County to provide records in its possession and does not require the County to create new records, compile or organize records, or otherwise manipulate data in records requests.

The requester is responsible for the cost of providing the documentation, which includes staff time, cost of copies and other costs that are associated with the request.

Each County Department may establish its own written public record request policy and fee schedule consistent with the Wyoming Public Records Act.

For further guidance contact the County Attorney's Office.