



All public records requests must be submitted to:

Records Technician
 PO Box 2200 Cody, WY 82414
 (P) 307-527-7512 (F) 307-527-6532
 Email: Records@cityofcody.com

Per Wyoming State Statutes, public records must be released within 30 days after the date of acknowledged receipt of the request unless good cause exists preventing the release in that time frame. Please note that some requests may require additional research and preparation that may prolong the amount of time in which you receive your request. All applications for public records shall be submitted to the Records Technician.

Application for Public Records

Name of individual requesting information	
Mailing Address	
Phone Number	
Fax Number (required if fax delivery is requested)	
Email Address (required if email delivery is requested)	

PART I: I hereby request to (check one): **Inspect** **Purchase Copy of** the following records
(please be specific and include names, dates, keywords and the name of the specific record or records).
Attach additional sheet if necessary.

PART II: If the request is for Purchase Copy, indicate below how you want to receive the records:

Delivery Method: In Person Mail Email Fax

Document Format: Paper Copy .txt .pdf Other: _____
 (please note that some records may not be available in the requested format)

I am requesting the City of Cody provide the following information in accordance with Wyoming State Statute 16-4-201, Public Records, Article 2. I understand there may be a fee to provide the requested information. Fee must be paid at the time this request is submitted.

Requestors Signature

Date

CITY OF CODY USE ONLY

Request Received By: 	Date Received: 	Acknowledged Receipt of Request: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Telephone <input type="checkbox"/> In Person
Forwarded to Records Custodian: Date: _____ _____ Administration _____ Police _____ Parks, Recreation, Facilities _____ Community Development _____ Public Works _____ Utilities		Forwarded to Attorney: Date: _____ Attorney Comments: _____ Information is Disclosable _____ Information is NOT Disclosable
<p align="center">Records Disclosable</p> Provided records to requesting party <input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax Date: _____ Records Fee <input type="checkbox"/> Paid _____ <input type="checkbox"/> Waived – cooperating agency (attach receipt)		<p align="center">Records NOT Disclosable</p> Notified requesting party <input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax Date: _____
Records Technician Signature:		
Records Custodian Signature:		

CITY OF CODY PUBLIC INFORMATION REQUEST

City Attorney – All Applications will be sent to the City Attorney upon receipt. Requests that are related to possible or pending litigation will immediately be routed to the office of the City Attorney.

FEES

The fees for responding to public information requests are established and adopted by the City Council. The fees established are reasonably calculated to reimburse the City for its actual costs in making the records available. If the records request is submitted by a cooperating law enforcement agency no fees will be charged.

COPY FEES:

Photo Copies & Printed Materials – black & white up to 11x17	\$1.00 for the first page \$0.50 for each subsequent page
Photo Copies & Printed Materials – color up to 11x17	\$1.50 for the first page \$0.75 for each subsequent page

ELECTRONIC COPY FEES:

Digital Disk	\$5.00 per disk
Video Disk	\$10.00 per disk

MISCELLANEOUS FEES:

Producing or constructing records, programming, and computer service (electronic records)	\$20.00 minimum up to 1 hour of staff time \$5.00 for each additional 15 minutes of staff time
Fax Sent Fee	\$2.00 per fax up to 5 pages \$.25 for each subsequent page
Notary Signature	\$5.00 per document

PAYMENTS

Before responding to the request, the Custodian of the records will notify the applicant of the estimated cost to produce the documents and confirm the applicants wish to proceed with the request. Once confirmation is received the RPR will prepare an invoice based on the costs provided by the Custodian of records. Prepayment of the estimated charges by the applicant is required **before** the requested records will be compiled. If the actual costs incurred by the City are more than the amount of the prepayment, the applicant will be responsible for the additional costs, and will be required to pay the additional amount in prepayment **before** the requested records are provided.