Government Public Records Request

Name of Person Requesting Records: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

Phone Number: Email:

Under the **Wyoming Public Records Act, §16-4-201 et seq.**, I am requesting an opportunity to inspect or obtain copies of public records as described below:

**Description of Record Sought (Describe in detail the information you are requesting)**

I would like to inspect the records.

I would like to receive copies of the record. I understand that I am responsible for the costs to provide the records and authorize costs up to $\_\_\_\_\_\_\_\_. I further understand that I will be contacted if the estimated costs are greater than the amount I have specified, and that the county will not respond to a request that I have not authorized adequate costs.

Copies of the information requested will be provided as soon as reasonably possible. I recognize this records request form is a public document.

Signature Date

*This request may be delayed if all the information is not provided. More than three working days are needed to locate or retrieve the requested records in most instances. A response shall be provided within ten (10) business days of the request.*

County Use Only

Date Received: \_\_\_\_\_\_\_\_\_\_ Received by \_\_\_\_\_\_\_\_\_\_ Date Due: \_\_\_\_\_\_\_\_\_\_ Date Completed: \_\_\_\_\_\_\_\_\_\_

Completed by: \_\_\_\_\_\_\_\_\_\_ Amount Due: \_\_\_\_\_\_\_\_\_ Date picked up/delivered: \_\_\_\_\_\_\_\_\_\_