



TITLE Wyoming Public Records Act Policy	APPROVAL DATE April 24, 2026
SECTION Administration	REVISION DATE

PURPOSE: To establish procedures for Cheyenne Laramie County Public Health (CLCPH) in compliance with the Wyoming Public Records Act (WPRA) (W.S. §16-4-201 through §16-4-205).

POLICY: This policy ensures CLCPH's compliance with the WPRA regarding disclosure of records upon public request including reviewing for any applicable documents that would be considered privileged or confidential by law.

DEFINITIONS:

- A. Public Records: Includes information in a physical form created, accepted, or obtained by the state or any agency, institution or political subdivision of the state in furtherance of its official function and transaction of public business which is not privileged or confidential by law.
- B. Information: Opinions, facts, or data of any kind and in whatever physical form kept or maintained, including, but not limited to, written, aural, visual, electronic or other physical form.
- C. Physical Form: This includes, but is not limited to, any written communication, emails or other information, whether in paper, electronic or other physical form.
- D. Official Custodian: Any employee who is responsible for the maintenance, care and keeping of public records, regardless of whether the records are in his/her actual personal custody and control.

PROCEDURE:

- A. Requesting Records:
 - a. Requests need to be made in writing and clearly describe the records being requested. Records requests may be made using CLCPH's Wyoming Public Records Act Form. (X:\Personnel\Forms or online at clcpublichealth.org)
 - b. Director of Operations is the designated public records person.
 - c. All public records requests shall go through the Director of Operations or their designee.

- d. Requests can be sent via email (clcph@laramiecountywy.gov), mail or in person.
- e. Upon receipt of a Wyoming Public Records Act request, communication to the requestor should be by the designated public records person or their designee and limited to an acknowledgment of receipt, a timeframe estimate for fulfillment, and any necessary clarifications regarding the scope of the request.

B. Response Times and Review:

- a. All notifications should be provided by the designated public records person.
- b. Notification of receipt of the Wyoming Public Records Act Form must be made within seven days from the date of receipt.
- c. If CLCPH is not the custodian of the records, the requestor must be informed within seven calendar days.
- d. All public records shall be released no later than 30 calendar days from the date of acknowledged receipt of the request unless good cause exists to prevent release by the deadline.
 - i. If good cause exists, records shall be released on a specific date mutually agreed to by the requestor and CLCPH.
- e. The requestor must be advised of any costs associated with the public records request within seven calendar days.
- f. Fee Schedule:

Number of Pages	Associated Fee
Pages 1-30	\$20 for all
Pages 31 and up	\$0.25 per pages 31 and up
Clerical Fee (always charged)	\$15
Postage Fee	Actual Cost of Postage if applicable

- i. If the records are email/text only and are emailed to the requestor, only the Clerical Fee will be charged as no copies were made.
- ii. Example: Request documents equal 45 pages.
 - a. Pages 1-30 = \$20.00
 - b. Pages 31-45 = \$3.50 (14 pages x \$0.25)
 - c. Clerical Fee = \$15.00
 - d. Postage = None, because it was emailed to requestor
 - e. Total Cost of Request = \$38.50

- g. CLCPH retains the right to waive or reduce public record fees determinate upon the extent and nature of the request made.
 - h. CLCPH is not required to compile data, extract data, or create a new document.
 - i. CLCPH is not required to allow inspection or copying if it would compromise the security or integrity of the original record or any proprietary software.
 - j. CLCPH is required to comply with all privilege, confidential, and HIPAA requirements regarding release of personally identifiable patient information. The HIPAA Policy can be found at: X:\Nurse\01 Nursing Policy and Procedure\General Nursing.
 - k. General exceptions of when records will not be released include:
 - i. Inspection or release would be contrary to Wyoming state statute.
 - ii. Inspection or release would be contrary to any federal statute or regulation (including, but not limited to protected personal medical information, social security numbers, personnel files, letters or reference, privileged information, confidential financial information, etc.)
 - iii. Inspection is prohibited by court ruling or order.
 - l. General exceptions must be construed narrowly.
 - m. CLCPH must segregate or redact exempt information prior to disclosing remainder of the record. Where redaction would be pervasive, the entire record may be withheld.
- C. Gathering and Releasing Records:
- a. All requests will be recorded prior to any records being gathered by the Director of Operations.
 - b. The relevant department is responsible for gathering all responsive records to the request.
 - c. Include everything that even remotely could be what is being requested.
 - d. The Director of Operations or their designee shall review materials prior to release to requester.
 - e. Release records within thirty days or mutually agreed upon date via copies or electronically.

RESPONSIBILITY:

- A. The Director of Operations and Executive Director are responsible for the overall authority of this policy including any revision.
- B. Human Resources will monitor for compliance relative to this policy.
- C. Directors, Managers and Supervisors are responsible for ensuring dissemination of the policy and any training related to the policy.
- D. Staff are responsible for complying with the policy and procedure as written. Staff will seek guidance when uncertainty of any policy prior to acting.

REFERENCES:

- A. Wyoming Public Records Act (WPRA) (W.S. §16-4-201 through §16-4-205).

REVIEW: Three (3) years from approval of this policy.

APPROVAL:

Kathy Emmons, DMgt
Executive Director
Cheyenne Laramie County Public Health