



# **Carbon County Library System**

## **Public Records Request Policy**

The purpose of this policy is to establish the procedures and fees associated with handling public record requests made to the Carbon County Library system.

The Carbon County Library System follows the Wyoming Public Records Act, Wyoming Statute § 16-4-201 et seq, to respond to public records and document requests. The Library Executive Director acts as the custodian of all the library's public records.

Certain records are held confidential in accordance with Wyoming Statute § 16-4-203(d)(vi) and are therefore, exempt from inspection under the Wyoming Public Records Act. Refer to the CCLS Patron Privacy and Confidentiality of Library Records Policy for more information.

In accordance with Wyoming Statute § 16-4-202 (c) (i) If the records are in active use or in storage, and therefore not available at the time an applicant asks to examine them, the designated public records person shall immediately forward the request to the custodian or authorized person having personal custody and control of the public records and shall notify the applicant of this situation within seven (7) business days from the date of acknowledged receipt of the request;

(ii) If a public record is readily available, it shall be released immediately to the applicant so long as the release does not impair or impede the governmental entity's ability to discharge its other duties;

(iii) All public records shall be released not later than thirty (30) calendar days from the date of acknowledged receipt of the request unless good cause exists preventing release as authorized by paragraph (iv) of this subsection;

(iv) If good cause exists preventing release within the time period specified in paragraph (iii) of this subsection, the public records shall be released on a specified date mutually agreed to by the applicant and the governmental entity. If a release date cannot be agreed upon, the applicant may file a complaint with the ombudsman as provided by paragraph (v) of this subsection;

(v) The applicant may at any time file a complaint with an ombudsman designated by the governor or may petition the district court for a determination as to whether the custodian has demonstrated

good cause. In determining whether good cause existed, the ombudsman or district court may consider whether the records are privileged or confidential by law or whether release of the records impairs or impedes the governmental entity's ability to discharge its other duties. The ombudsman or the district court shall review the records in camera and determine whether redaction of privileged or confidential information would permit release of the records.

## **Record Requests**

The following procedures shall be followed in responding to requests to receive copies of public records.

Records requests may come in the form of a letter submitted to Carbon County Library System, 215 W Buffalo Street, Rawlins WY 82301. Contact information is required to contact the requesting party in case the lawful custodian has any questions or concerns.

## **Examination requests**

The following procedures shall be followed in responding to requests to inspect public records.

The CCLS provides the opportunity for the inspection, examination or copying of public records at the library during the business hours of 12:00pm to 3:00pm, Monday through Friday, except approved CCLS closures.

## **Fees**

Fees will be charged according to the CCLS Fee Policy per page or electronic copy, as well as a charge for all incidental expenses that may be incurred such as postage.

Any charges shall be paid by the requesting entity prior to delivery of the requested copies.