Crook County Weed & Pest

P.O. Box 7 / 802 S. 11th Street

Sundance, Wyoming 82729

(307) 283-2375

REQUEST FOR PUBLIC INFORMATION POLICY

 The Crook County Weed & Pest department strives to provide superior service in all areas of operation, including the production of public records. Citizens are encouraged to email, call or visit the Crook County Weed & Pest department to inquire about our policies or operations. In those events when citizens wish to receive additional records from our department, the following policies will control.

* All public records requests must be made in writing and on the Public Records Application Form supplied by our department. A Public Records Application may be obtained at our offices.
* Verbal requests for public records will not be accepted. All requests must describe the records sought with reasonable particularity. Each request shall contain the name, address and telephone number of the requester.
* The Office Manager of Crook County Weed & Pest is designated as our Official Public Records Custodian. All requests for public records will be directed to our Official Public Records Custodian.
* The Office Manager will respond to the request within seven (7) days if the public records being requested are not within the control of our Official Public Records Custodian. All public records in the possession of our Official Public Records Custodian will be produced 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 Wyoming law.
* If good cause exists preventing release within (30) calendar days from the date of acknowledged receipt of the request, 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.
* If a public record exists primarily or solely in an electronic format, our Official Public Records Custodian will inform the requestor. Electronic record inspection and copying shall be subject to the following:

(i) The reasonable costs of producing a copy of the public record shall be borne by the Applicant. The costs may include the cost of producing a copy of the public record and the cost of constructing the record, including the cost of programming and computer services;

(ii) An official custodian shall provide an electronic record in alternative formats unless doing so is impractical or impossible;

(iii) An official custodian shall not be required to compile data, extract data or create a new document to comply with an electronic record request if doing so would impair our Official Public Record Custodian's ability to discharge his/her duties;

(iv) Our Official Public Record Custodian shall not be required to allow inspection or copying of a record in its electronic format if doing so would jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained.

* *NOT ALL CROOK COUNTY WEED & PEST RECORDS ARE PUBLIC RECORDS. According to Wyoming law, privileged or confidential records cannot be provided to requestors. If we determine that your request seeks privileged or confidential information, we will notify you that we cannot respond to your request and will explain the reason for our denial.*
* We may recover costs associated with fulfilling a public records request. Fees will be established by Resolution of the Crook County Weed & Pest department. Fees for complying with requests for public records shall include:

(i) Copy fees;

(ii) Printing fees;

(iii) Mailing fees;

(iv) Professional fees and staff time for research, retrieval, compilation and copying;

 Policy adopted by Resolution of the Board of Directors of the Crook County Weed & Pest, on the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022.