

# Town of Lusk

## Public Records Request Form

**1. Public Records Inspection**

Public records kept by the Town of Lusk shall be available for in-person inspection at reasonable times during normal business hours. (mark "Other" below)

**2. Request for Copies**

Requests for copies shall be submitted in writing on this form.

**3. Fees**

- A flat fee of **\$58.00** shall be charged for the compiling, sorting, redacting, formatting, converting, and/or photocopying the records requested.
- For time in excess of one (1) hour required in preparing, copying, and transmitting the requested information, an additional \$25.00 shall be charged per hour or part of an hour required.

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**Requestor Information:**

- **Name:** \_\_\_\_\_
- **Address:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Email:** \_\_\_\_\_

**Records Requested:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Preferred Method of Receiving Records:**

- By Email \_\_\_\_\_
- By Mail (Please provide Address Below)
  - Mailing Address: \_\_\_\_\_
- Other (Please Specify):
  - \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please submit this completed form to the Town Office for all Public Records Request.*

*Payment is required upon submission of request.*

P.O. Box 390 • 201 East 3<sup>rd</sup> St. • Lusk, Wyoming 82225 • (307) 334-3612 • Fax (307) 334-2154  
TTY/TDD 1-800-877-9965

“This institution is an equal opportunity provider and employer.”

“If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).”