

RESOLUTION NO. 24-03

A RESOLUTION ESTABLISHING A PUBLIC RECORDS POLICY AND FEE SCHEDULE FOR THE PROVIDING OF PUBLIC RECORDS BY THE TOWN OF LUSK, WYOMING.

WHEREAS, the Town of Lusk, Niobrara County, Wyoming as a Municipal Government is the custodian of certain public records kept in the Town Office as a regular course of the Town's business, and

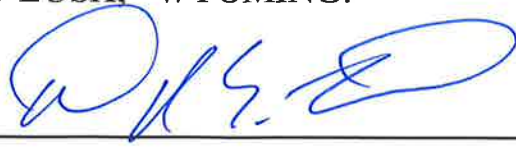
WHEREAS, Wyoming Statute §16-4-204 provides, in part, that in cases where a request is made for hard copies, printouts, or electronic copies of public records, a reasonable fee may be charged by the custodian of public records, which fee shall be set by the governing body of the municipality,

NOW THEREFORE, BE IT HEREBY RESOLVED by the Governing Body of the Town of Lusk, Wyoming, the following public records process and fee schedule shall be adopted and implemented by Town personnel,

1. Public records kept by the Town of Lusk shall be available for in-person inspection at reasonable times during normal business hours.
2. Requests for copies shall be submitted in writing in the form prescribed by the Town Clerk of the Town of Lusk.
3. A flat fee of \$58.00 shall be charged for the compiling, sorting, redacting, formatting, converting and/or photocopying the records requested.
4. 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.

THIS RESOLUTION PASSED AND APPROVED by the Governing body of the Town of Lusk, Wyoming, this 5th day of March 2024.

GOVERNING BODY OF THE TOWN
OF LUSK, WYOMING:



Mayor



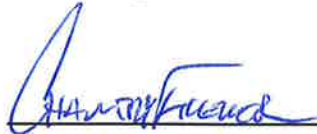
Town Clerk



Councilperson



Councilperson



Councilperson



Councilperson