

RESOLUTION #02-2026

A RESOLUTION SETTING FEES AND CHARGES BY THE GOVERNING BODY OF THE TOWN OF WHEATLAND, WYOMING FOR PUBLIC RECORDS REQUESTS AND SERVICES

WHEREAS, the Town of Wheatland, Wyoming, is the custodian of public records; and

WHEREAS, Wyoming Statute 16-4-204 provides that in cases in which a person has the right to inspect and copy any public records that he or she may request copies, printouts and/or photographs for a reasonable fee to be set by the records custodian; and

WHEREAS, Wyoming Statute 16-4-204 further requires that any fees or charges by a custodian of a public record shall be authorized by the Town Council, and

WHEREAS, Wyoming Statute 16-4-204 provides that the Town Council may adopt a fee schedule by a duly enacted resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF WHEATLAND, WYOMING, that the foregoing recitals are incorporated in and made a part of this resolution by this reference and that the foregoing Fee Schedule is adopted and becomes effective immediately.

1. Public records are available for inspection at reasonable times during normal business hours for the Town of Wheatland.
2. Copies of public records are available to any person or entity, and any request shall be submitted in writing on the prescribed form of the Town of Wheatland to the Town Clerk.
3. The fees charged for services are:

Staff time to complete request(s):

Time will be billed in half-hour increments at a rate of \$15 per half hour.

This cost may include, but is not limited to, the time spent retrieving, compiling, sorting, reviewing, redacting, formatting, converting, or copying the record requested.

Photocopies:

Standard, (8 ½ x 11), black and white	\$0.50 per page
Standard, (8 ½ x 11) Colored copy	\$0.75 per page
Legal, (8 ½ x 14) black and white	\$1.00 per page
Legal, (8 ½ x 14) Colored copy	\$1.25 per page
Other Sheet size	Actual cost
Photograph	Actual cost.

Scans and Emails, or Print:

Per page	\$1.00
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Fax Service:

Transmit, per page, per side	\$2.00
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Electronic Records: \$15.00

Per item electronically provided i.e., including but not limited to CD, DVD, USB (per gigabyte of storage) storage devices, and uploading to portals

<u>Body Camara Footage</u>	\$25.00
staff time will also apply	\$00.20 Per gigabyte of footage.

Postage charge for records request:

Actual charges incurred for postage will be passed on to the requestor.

Supervise Copying:

If someone other than the Town is allowed or required to make copies, printout, or photographs then the charge will be the staff time incurred at the rate provided herein and the actual cost of the item reproduced.

4. If the records request is estimated to be more than ten (10) pages, the Clerk of the Town of Wheatland or their representative shall notify the person or entity making the request and provide the Requestor an estimate of the costs.

This Resolution shall take effect and be in full force at the time of its passage and shall be reviewed annually.

PASSED, APPROVED AND ADOTED THIS 12th DAY OF JANUARY 2026.



Brandon Graves, Mayor

Attest:



Tabitha Enniss Clerk/Treasurer