



City of Sheridan
55 Grinnell Plaza
Sheridan, WY 82801
(307) 674-6483

CITY OF SHERIDAN PUBLIC RECORDS REQUEST FORM

As custodians of public information, the City of Sheridan recognizes your right of access to public records. Please read the information pertaining to the City's procedure for providing requested information.

The City of Sheridan will provide an effective and timely response to requests for official public records under the Wyoming "Public Records" law "W. S. 16-4-202". The City will make every effort to provide assistance and prompt, accurate and courteous service through the City Public Records Coordinator to members of the public seeking official public records for which the City of Sheridan is custodian.

All public requests are to be directed to the City's Public Records Coordinator, who will provide the City's response. This request form may be obtained from the City Clerk's Office and will be routed to the proper department for processing. The department will provide the Clerk's office/ and the requestor with the amount of charges for the requested information. The documents/or research will then be given to the requestor after the required charges are paid. Fees are assessed to provide photocopies and/or printouts.

****NOTE:** Nearly all record requests are at very little cost- and are fulfilled with minimal fees for copies in many instances. In some instances, however, an hourly fee may apply in addition to copying costs, as permitted by public records law:

- 1.) For requests for records that require significant staff time to locate, including searches across many departments, old and archived records, voluminous records, etc.
- 2.) Requests for analysis, compilation, extractions, comparisons, chronologies or other assemblages of existing material in the custodial care of the City

If a request is of either of the above two types, the City will advise you and obtain your consent and payment security before undertaking the work. Often, a more clearly described record eliminates the need for this type of search – again, we are happy to help you complete the record request.

Once this form is received at City Hall the City Public Records Coordinator will process and review the request and notify the applicant when the material is ready.

Requested public information for which the City of Sheridan is custodian will be made available to the applicant in a timely manner.

Requests for information that is protected or prohibited from public release by law may be denied and the applicant contacted and informed of this. Public documents containing exempt information may be released after redaction.

In order for your request for public documents to be processed, please provide the requested information on the application on side 2 of this form. "A TITLE OR REASONABLE DESCRIPTION OF THE REQUESTED DOCUMENT IS REQUIRED – WE ARE HAPPY TO HELP YOU COMPLETE THE RECORD REQUEST." Please "complete" the reverse side, **legibly**, and sign. Please use one form per type of document requested.