

CITY OF LARAMIE, WYOMING
RESOLUTION 2020-39

RESOLUTION AMENDING A FEE SCHEDULE FOR PUBLIC RECORD REQUESTS

WHEREAS, Wyoming State Statute §16-4-204 states that reasonable fees may be set by the official custodian for copies, printouts or photographs of public records; and

WHEREAS, required charges for these services were adopted by City Council Resolution 2008-58 according to Wyoming State Statute §16-4-204(c) "...first be authorized by duly enacted or adopted statute, rule, resolution, ordinance, executive order or other like authority."; and

WHEREAS, Wyoming State Statute 9-2-410 states: "All public records are the property of the state. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with W.S. 9-2-405 through 9-2-413."; and

WHEREAS, certain public records formats are no longer held in the City of Laramie archives, due to the Wyoming State Archives Record Retention Schedule; and

WHEREAS, a review of rates charged for service fees related to public records requests resulted in a need to amend published rates to reflect current prices; and

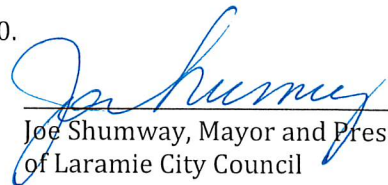
WHEREAS, the City of Laramie acknowledges its citizen's rights to access public records and documents and to obtain such documents pursuant to Wyoming State Law;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of Laramie, Wyoming, that the following fee schedule be amended for all requests for public documents, effective, March 17, 2020.

<u>1. Service:</u>	<u>Fee:</u>
Photo Copies	\$1.00 1 st page, \$.25 per page +
Color Copies	\$.75/page or cost to contract out
Fax Transmission	\$1.00/page
Certified Copies	\$5.00/copy
Notary	No Charge
Microfiche Copies	\$5.00/10 pgs/\$.50 per page +
Reports/Studies/Analyses	\$10.00 or actual cost
Plotted Maps	\$5.00 each
Cassette Recording	\$5.00 each
CD Recording/Data	\$5.00 each
DVD Video Recording	\$65.00/hour
Research Fee	Staff time over two (2) hours plus any additional overtime
Record Checks/Background Investigations	\$10.00 plus \$4.99 online service fee
Police Report	\$5.00
Budget	Actual cost
Comprehensive Plan	Actual cost
Postage	Actual cost

2. The City of Laramie is authorized to use discretion in assessing the necessity and amount of fees when charging for requests. Additional charges may be assessed on an as-needed basis at the discretion of the City Manager, or designee.
3. The City Manager or designee may exercise discretion in determining fees that are not listed on this schedule.
4. This fee schedule is not applicable to governmental organizations and is not intended for interdepartmental use.

PASSED, APPROVED AND ADOPTED this 7th day of July 2020.



Joe Shumway, Mayor and President
of Laramie City Council

ATTEST:



Nancy Bartholomew
City Clerk