

LINCOLN CONSERVATION DISTRICT RULES

CHAPTER I

PUBLIC RECORDS

Section 1. Authority. These rules are promulgated by the Lincoln Conservation District (LCD) pursuant to the Wyoming Public Records Act (W. S. 16-4-201 through 205).

Section 2. Applicability. These rules apply to all requests for inspection of public records maintained by the Lincoln Conservation District.

Section 3. Requests. Requests for inspection of Lincoln Conservation District records shall be in writing submitted to the Lincoln Conservation District office. Requests must be specific and contain details sufficient to identify the records requested.

Section 4. Inspection. The inspection of Lincoln Conservation District records will occur in the Lincoln Conservation District office. Original records may not be removed from the Lincoln Conservation District office. Arrangements may be made for the Lincoln Conservation District staff to copy records. A charge of \$0.30 per page for black and white copies and \$2.00 per page for reprints of photographs and scans of color documents plus \$100.00 per hour or portion thereof for projects requiring longer than 15 minutes will be assessed, plus any postage/ mailing costs if incurred. Payment in full must be received before the copies will be provided.

Section 5. Disclosure. Access to Lincoln Conservation District records will be determined in accordance with the Wyoming Public Records Act.