



REQUEST FOR PUBLIC RECORDS

Johnson County Hospital District will release public records of the District in compliance with the Wyoming Public Records Act. W.S. 16-4-201 through 16-4-205. The District will acknowledge the request within seven (7) business days and either make responsive records available for inspection, provide copies, or give a reasonable estimate of when the requested information may be available, no longer than thirty (30) calendar days from the date of acknowledged receipt of request unless good cause exists preventing release.

All requests for public records must include name, contact information of the requestor, and information necessary to readily identify the public records requestor. If you have questions about access to public records or have not received acknowledgement of the request within seven (7) business days, please contact the Johnson County Hospital District Public Records Officer: Laurie Hansen at (307) 684-6138 or email: [laurieh@jchealthcare.com](mailto:laurieh@jchealthcare.com)

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Please be as specific as possible when requesting records. When possible, please provide timeline (date/year to date/year); providing specific information will allow us to process your request more efficiently.

\_\_\_\_\_
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\_\_\_\_\_

Access Requested:

Table with 2 rows and 2 columns. Row 1: checkbox, I am requesting to review or inspect the public record(s) requested. There is no charge to review or inspect a public record. Appointments for review/inspection will be made between 7:30 AM and 3:30 PM Mondays through Fridays except holidays. Row 2: checkbox, I am requesting copies of the public record(s). I understand there is a fee for copies of records and that the fee must be paid prior to my receiving the requested information.

Fees: See next page for the Reasonable production and construction costs for public records requests (Wyoming Public Records Act, Wyoming Statute 16-4-204)

By submitting this form you agree any records requesting lists of individuals will NOT be used for commercial purposes.

\_\_\_\_\_  
Signature (not required if emailing this request)

Thank you for allowing us to assist you with your records request.

SEND TO: Johnson County Healthcare Center
Attention: Laurie Hansen
497 West Lott Street
Buffalo, WY 82834



E-mail: [laurieh@jchealthcare.com](mailto:laurieh@jchealthcare.com)

**Electronic Public Records**

Cost of staff:

- \$15.50/hour for clerical staff time.
- \$30.00/hour for information technology staff time.
- \$40.00/hour for professional staff time.
- Actual cost of programming and computer services.

\*Note: The requestor will be charged only if the amount of the reasonable production and construction costs exceeds \$180.00, and the requestor will be charged only for the amount above \$180.00.

- Prior to processing the public records request, the Public Records Officer will determine whether the estimated time to be spent reviewing and responding to the request will cause the reasonable production and construction costs to exceed \$180.00. If so, the requestor will receive an invoice with the estimated reasonable production and construction costs of the request. Payment must be received before the request will be processed.
- If the request takes less time than estimated, the requestor will receive a refund for the amount of money that was unused.
- If the request takes more time than estimated, the requestor will receive the responsive records to that point, and another invoice with the estimated cost for the completion of the request. Payment must be received before the Public Records Officer will continue processing the request.
- Requestors will not be allowed to avoid the charge by using multiple records requests.

**Non-Electronic Public Records**

- Fees for Copying Non-Electronic Public Records. Under W.S. 16-4-204, an applicant may obtain a paper copy of a non-electronic public record upon payment as follows (**There is no minimum fee for non-electronic copies**):

- › Standard (8.5 by 11 inch) - Black and White Copy. \$0.10/page
- › Standard (8.5 by 11 inch) - Colored Copy. \$0.60/page
- › Legal (8.5 by 14 inch) - Black and White Copy. \$0.25/page
- › Legal (8.5 by 14 inch) - Colored Copy. \$1.00/page
- › Other sheet size. Actual Cost
- › Photograph. Actual Cost
- › Utilization of an outside vendor for copying. Actual Cost
- › Public Records Officer's fee to supervise copying. See Cost of Staff under Electronic Public Record
- › Special instances, i.e. film. Actual Cost

- If the JCHC does not have the facilities for making copies, printouts or photographs of records which the applicant has the right to inspect, then the applicant shall be granted access to the records for the purpose of making copies, printouts or photographs.
- The copies, printouts or photographs shall be made while the records are in the possession, custody and control of the Public Record Officer thereof and are subject to the supervision of the Public Record Officer. When practical the copy work shall be made in the place where the records are kept, but if it is impractical to do so, the Public Record Officer may allow arrangements to be made for this purpose.
- If other facilities are necessary the cost of providing them shall be paid by the person desiring a copy, printout or photograph of the records.
- Payment. The applicant shall pre-pay the fees before the Public Records Officer provides the copies.
- Costs for Producing Electronic Copies. An applicant may obtain an electronic copy of a non-electronic public record upon payment as follows:
  - › Scanning non-electronic public records. \$0.10/page
  - › Electronic Media (disk, thumb drive, etc.). Actual Cost
- Fees for Transmitting Public Records. The Public Records Officer may charge the following fees for transmitting non-electronic public records:
  - › Faxing or mailing, including cost of the shipping container. Actual Cost