ALBANY COUNTY FIRE DISTRICT #1

PUBLIC RECORDS POLICY

1. Purpose

This policy establishes the procedures by which Albany County Fire District #1 (the "District") receives, processes, and responds to requests for inspection and copying of public records under the Wyoming Public Records Act, Wyo. Stat. Ann. §§ 16-4-201 to -205 (2026) (the "Act"). The District is a special fire district and governmental entity of the State of Wyoming and, as such, its records are presumptively open to the public. This policy is intended to ensure timely, consistent, and lawful responses to records requests while protecting information that is confidential or privileged by law.

This policy does not create any right of access greater than that provided by the Act or other applicable law and does not limit any right of access the Act or other law otherwise provides.

2. Authority and Scope

Governing Law. This policy is adopted pursuant to, and shall be interpreted consistently with, the Wyoming Public Records Act. In the event of any conflict between this policy and the Act, the Act controls.

Scope. This policy applies to all public records of the District, regardless of physical form or characteristic, including paper records, electronic records, e-mail, text messages sent or received on District devices or accounts, photographs, audio and video recordings, and data compilations, which are created, received, or maintained by the District, its Board of Directors, officers, employees, and volunteers in the transaction of District business.

Records Governed Elsewhere. Emergency medical services patient care records and other individually identifiable health information are governed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Pub. L. No. 104-191, 110 Stat. 1936 (1996)., and related state and federal law, and are addressed separately in Section 8 of this policy. Minutes, notices, and recordings of Board meetings remain additionally subject to the Wyoming Public Meetings Act, Wyo. Stat. Ann. §§ 16-4-401 to -408(2026).

3. Definitions

Applicant. Any person who submits a written request to inspect or obtain copies of a public record of the District.

Business Day. Any day the District's legal counsel's office is open for regular business, excluding Saturdays, Sundays, and legal holidays.

Custodian / Official Custodian. The District employee or officer having personal custody and control of a public record, or the person designated under Section 4 of this policy to receive and process records requests on the District's behalf.

Public Record. Any information in physical form created, accepted, or obtained by the District in furtherance of its official function and the transaction of public business, which is not privileged or confidential by law, as further defined in Wyo. Stat. Ann. §16-4-201(a)(v)-(vi) (2026).

Governmental Entity. Albany County Fire District #1, a political subdivision of the State of Wyoming.

DRAFT

4. Public Records Custodian

The Board of Directors designates the Operations Chief (the "Records Custodian"), as the official custodian responsible for receiving, logging, and responding to all public records requests submitted to the District. The current Records Custodian and contact information shall be posted at the District's administrative office and on the District's website, if any.

The Records Custodian may consult with the District's legal counsel on any request involving a claimed exemption, a voluminous or unclear request, or any request reasonably likely to result in litigation or a complaint to the ombudsman.

5. Submitting a Request

Form of Request. Requests should be made in writing (by mail, e-mail, or hand delivery on the District's public records request form) to the Records Custodian. A written request is strongly encouraged to establish a clear date of receipt and to avoid misunderstanding, but the District will make reasonable efforts to accommodate a verbal request for readily identifiable, non-exempt records where practicable.

No Statement of Purpose Required. Consistent with the Act, an applicant is not required to state a reason or purpose for the request, and the District will not condition access on the applicant's identity or intended use of the records, except where identity or interest is relevant to a specific statutory exemption (for example, personnel records available to the "person in interest").

Reasonable Description. A request must describe the records sought with reasonable specificity (e.g., by date range, subject matter, or record type) sufficient to allow District staff to locate the records without unreasonably interfering with the District's other duties. The Records Custodian may contact the applicant to clarify an unclear or overly broad request; the response clock described in Section 6 does not begin until a request reasonably identifies the records sought.

6. District Response and Timeline

Time Period to Respond. Consistent with the Act, the District will release any responsive, non-exempt records within thirty (30) calendar days from the date of acknowledged receipt of the request, unless good cause exists to prevent release within that time.

Good Cause. Good cause to extend the thirty (30) calendar day period includes, without limitation: the need to review records that may be privileged or confidential by law; the complexity or volume of the request; the extent to which responding would impair or impede the District's ability to discharge its other public safety duties; the unavailability of staff; the need for legal review of a claimed exemption; and any delay caused by the applicant's failure to timely pay an assessed fee or deposit.

Mutually Agreed Date. If good cause exists to prevent release of records within thirty (30) calendar days, the District will notify the applicant of the reason for the delay, and the records will be released on a date mutually agreed upon by the District and the applicant.

Fee as a Condition of Processing. If a fee or deposit is required consistent with this policy, the District will begin compiling, reviewing, and processing the request only after the fee or deposit has been paid. A delay in payment will correspondingly delay the District's response and release of records, and the thirty (30) calendar day period in Section 6.2 is tolled during any period the District is awaiting payment.

Records Not in the District's Custody. If the requested records are not in the District's custody or control, the Records Custodian will notify the applicant within seven (7) business days from the date of acknowledged receipt of

DRAFT

the request of the unavailability of the records sought and provide the name and contact information of the appropriate designated public records person if known.

7. Administrative Closure of Inactive Requests

Notice of Closure. If the District does not receive a response or required payment from an applicant within thirty (30) calendar days of the District's last communication to the applicant (including a fee estimate, invoice, or request for clarification), the applicant's request shall be deemed closed by an administrative closure. District will send the applicant a notice of administrative closure. Administrative closure of a request does not constitute a denial and does not prevent the applicant, or any other person, from submitting the same or a similar request in the future. No fee already paid for work performed prior to closure will be refunded.

8. Inspection of Records

Public records that are not exempt from disclosure are open for inspection by any person at reasonable times during the District's regular business hours. Inspection will take place at the District's administrative office, or at another location designated by the Records Custodian, under the reasonable supervision of District staff to protect the record from damage, alteration, or loss. The District may adopt reasonable rules governing the time, place, and manner of inspection to prevent unnecessary interference with the regular discharge of District duties, consistent with Wyo. Stat. Ann. § 16-4-202.

9. Confidential and Exempt Records

Certain records, or portions of records, are exempt from mandatory disclosure or are confidential under the Act or other state or federal law. Where a record contains both exempt and non-exempt material, the District will redact the exempt portions and make the remainder available. Categories of records the District commonly treats as exempt or confidential include, without limitation:

- Records that would disclose the identity of a confidential informant or jeopardize an active investigation. Wyo. Stat. Ann. § 16-4-203 (2026).
- Personnel files, subject to their limited availability to the person in interest and supervising officials; employment contracts and agreements setting forth terms of employment remain generally public. *Id.*
- Emergency medical services patient care records and other individually identifiable health information protected by HIPAA.
- Pre-incident plans, facility security assessments, critical infrastructure information, and other records whose disclosure could reasonably be expected to jeopardize public safety or facilitate an unlawful act. § 16-4-203.
- Records made confidential by attorney-client privilege, attorney work product, or other evidentiary privilege.
- Trade secrets, proprietary, or financial information submitted to the District in confidence, where disclosure is otherwise restricted by law. *Id.*
- Records of minors, and other records specifically made confidential by state or federal statute.

This list is illustrative and not exhaustive. Any claimed exemption will be evaluated against the specific provisions of § 16-4-203 and other applicable law at the time of the request, and the District's legal counsel may be consulted before a denial is issued.

DRAFT

10. Denial of a Request

Written Denial. Any denial, in whole or in part, will be provided to the applicant in writing and will cite the specific statutory or legal basis for withholding the record or portion of the record.

11. Fees and Costs

Reasonable Production and Construction Costs. Pursuant to § 16-4-204, the District charges applicants for the reasonable production and construction costs of a request, including the staff time and, where applicable, the actual cost of programming or computer services needed to locate, review, redact, reproduce, and deliver responsive records, at the rates set out in Exhibit A. Copying, printing, or photographing performed by the applicant using District equipment under the Records Custodian's supervision may also be subject to a reasonable supervision fee under Exhibit A.

Fee Threshold. An applicant will be charged only if the reasonable production and construction costs of a request exceed the threshold amount stated in Exhibit A and will be charged only for the amount above that threshold. Requests may not be artificially split into multiple requests in order to avoid this threshold, and the District may aggregate related requests submitted by the same applicant within a short period for purposes of calculating the threshold.

Estimate, Invoicing, and Reconciliation. Before processing a request reasonably expected to exceed the threshold, the Records Custodian will work with the relevant District personnel to estimate the time required and will send the applicant a written invoice for the estimated reasonable production and construction costs above the threshold. Processing will begin only once payment is received. If the request takes less time than estimated, the applicant will be refunded the difference; if it takes more time, the District will provide the records completed to that point along with a supplemental invoice for the estimated cost to complete the request and will resume processing once that additional payment is received.

Waiver. The Records Custodian may waive or reduce fees where disclosure primarily benefits the public interest and the applicant demonstrates an inability to pay, or as otherwise authorized by the Board.

12. Format of Records Provided

Where a record is maintained electronically and the applicant requests an electronic copy, the District will provide the record in an existing electronic format were reasonably feasible. The District is not required to create a new record, compile data in a format that does not already exist or provide continuing or automatic updates in response to a single request. If production of records in electronic form would jeopardize the security or integrity of District data systems, the District may provide the records in an alternate format. §16-4-202 at (d).

13. Record Retention

The District will retain public records in accordance with the records retention schedules established by the Wyoming State Archives and any District-specific retention schedule adopted by the Board of Directors. No record subject to a pending records request or reasonably anticipated to be subject to a request or legal hold, will be destroyed until the request or hold is resolved.

14. Severability

If any provision of this policy is held invalid or unenforceable, the remaining provisions shall continue in full force and effect and shall be interpreted to fulfill the purposes of the Wyoming Public Records Act to the maximum extent permitted by law.

DRAFT

EXHIBIT A
Public Records Fee Schedule

The following fees are adopted under W.S. § 16-4-204 and pursuant to this policy. Fees reflect the District's reasonable production and construction costs of locating, reviewing, redacting, reproducing, and delivering public records. Inspection of records on-site, with no copies made, remains free of charge in all cases.

A. Fee Threshold

An applicant is charged only if the District's reasonable production and construction costs for a request exceed $50.00 and is charged only for the amount above $50.00. This threshold covers the combined cost of staff time (Section B) and reproduction (Section C) for a single request. The Board of Directors may adjust this threshold by resolution.

B. Staff Time

Time is billed in 15-minute increments for locating, reviewing, redacting, and compiling records, based on the staff member performing the work:

Staff Classification	Hourly Rate
Administrative / clerical staff	$20.00 / hour
Firefighter / EMS or operations staff	$35.00 / hour
Operations Chief, Assistant Chief, or other supervisory staff	$45.00 / hour
Outside IT support, programming, or contracted technical services	Actual invoiced cost
Outside legal review of a claimed exemption	Actual invoiced attorney fees

C. Reproduction

Item	Fee
Black & white copy or printout, per page (letter/legal)	$0.25 / page
Color copy or printout, per page (letter/legal)	$0.50 / page
Oversized copy (11×17 or larger), per page	$1.00 / page
Electronic file already in existing format, delivered by e-mail	No charge
Electronic file delivered on USB drive supplied by District	$5.00 / drive
Audio or video recording, copied to District-supplied media	$10.00 / item
Certified copy of a record	$5.00 / document, plus per-page copy fee
Supervision of copying performed by applicant on District equipment	$10.00 / hour

D. Postage and Delivery

The District will charge the actual cost of postage, shipping, or courier delivery where the applicant requests records be mailed or shipped rather than picked up or delivered electronically. There is no charge for records delivered by e-mail.

DRAFT

E. Estimate, Invoicing, and Reconciliation

- Before processing a request reasonably expected to exceed the $50.00 threshold, the District will send the applicant a written estimate of the reasonable production and construction costs above the threshold.
- The District will begin compiling and reviewing records only after payment of the estimated fee, or an agreed deposit, is received. A delay in payment will correspondingly delay the release of records, consistent with this policy.
- If the request takes less staff time or fewer reproduction costs than estimated, the applicant will be refunded the unused portion of any payment.
- If the request takes more time or cost than estimated, the District will release the records completed to that point, if any, along with a supplemental invoice for the estimated cost to complete the request; processing resumes once that payment is received.
- An applicant may not avoid or reduce fees under this schedule by submitting the same or a related request in multiple parts; the District may aggregate related requests from the same applicant for purposes of calculating the threshold and total cost.

F. Payment and Waiver

- Estimated costs of $50.00 or less: no charge; no advance payment required.
- Estimated costs over $50.00 and up to $250.00: full payment of the estimate required before the District begins processing.
- Estimated costs over $250.00: the District may require full prepayment, or a deposit of at least fifty percent (50%) of the estimate with the balance due before records are released.
- The Records Custodian may waive or reduce any fee where disclosure primarily benefits the public interest, the applicant is a governmental entity, or the applicant demonstrates financial hardship, subject to any conditions the Board establishes by resolution.
- No fee under this schedule may be charged as a condition of on-site inspection of a record, consistent with W.S. § 16-4-204(a).

G. Amendment

The Board of Directors may amend this fee schedule, including the threshold and hourly rates, from time to time by resolution without amending the body of this policy. The current fee schedule in effect controls over any conflicting figure stated elsewhere in District materials.

DRAFT