



Town of Moorcroft
 104 N Big Horn Ave.
 PO Box 70
 Moorcroft, WY 827121
 T 307-756-3472

Public Records Request Form

Town of Moorcroft Public Records Request Fee Schedule (Resolution 1-2015)

- Photo Copies: \$1.00 1st page, \$.25 per page +
- Color Copies: .75/page or cost to contract out
- Faxes: \$3.00 1st page, \$1.00 per page +
- Plotted Maps: \$8.00
- Budget Copy: Cost to produce
- Research Fees: Staff time plus any additional overtime
- Certified Copies: \$5/copy
- Notary: \$2.00
- Reports: \$10 or cost to produce
- Audio CD: \$10.00

Signature

I understand there may be charges for the duplication of these records. I agree to pay all applicable fees and charges for the requested information as identified above in the fee schedule, or any costs to contract.

Payment must be received before the request will be released. Payments must be received up front for requests estimated at a cost over \$50.00, or requiring more than two hours of research time.

Would you like the Town to contact you regarding the charges before processing your request?

Yes No

Signature: _____ Date: _____

OFFICE USE ONLY

Request Granted

Date received: _____ Request Completed: _____

Approval of Release of Records: _____

FEES

Copies: _____	Research Fees: _____	
Fax: _____	Maps: _____	
Budget: _____	Certification: _____	
Color Copies: _____	Reports: _____	
Postage: _____	Audio CD: _____	Total: _____

Request Denied

Date Received: _____ Request completed: _____

The Town of Moorcroft in denying inspection or copying of these records. Access is denied pursuant to Wyoming State Statutes §16-4-201 (a) (v) to §16-4-204, attached to this form. This statute has identified this information as non-disclosable.