

Wyoming Department of Health Public Record Fee Schedule

Wyoming Department of Health is allowed to collect reasonable fees related to public record requests pursuant to W.S. 16-4-204. Costs incurred in making records available and/or preparing for distribution may include but are not limited to staff time, locating, compiling, summarizing, printing, redacting, copying, distributing, office supplies, and shipping.

The following fees shall apply for each public record request.

The following fees represent the most frequently requested formats for information.

Fees – General

1. No charge to provide an estimate of costs to prepare record for distribution.
2. No charge for the first (30) thirty minutes of staff time.
3. Staff time shall be charged at actual hourly rates, after the first (30) thirty minutes, in increments of (15) fifteen minutes.
4. Cost for actual duplication of the records shall be charged in addition to staff time.

Duplication of Records

1. Single-side printed or photocopied pages.
 - No charge for the first (10) ten single-side printed or photocopied pages.
 - Each single-side printed or photocopied page after the first (10) ten single-sided pages shall be charged at \$0.25 per page.
2. Double-side printed or photocopied pages.
 - No charge for the first (5) five double-side printed or photocopied pages.
 - Each double-side printed or photocopied page after the first (5) five double-sided pages shall be charged at \$0.50 per page.
3. Other media types
 - Actual cost of materials shall be charged for producing information on other media types, including but not limited to: audio tape, video tape, CD, DVD, microfilm, magnetic tape, or other media not listed.
4. Fees for information requested in formats other than those listed shall be determined on a case-by-case basis.

Delivery of Record

1. On-site delivery
 - There shall be no charge for records picked up at the location where the records exist.
2. Facsimile
 - There shall be a charge of \$0.30 for each page faxed.
3. Mail or Other Delivery Service
 - The actual cost of mailing or shipping materials shall be charged.