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Policy Title:	WDH Public Records Request Policy	
Policy Number:	PSC-4006	
Effective Date:	November 1, 2017	
Revision Date:	April 15, 2019	
Approval:	 Michael A. Ceballos, Director	04/15/19 Date

Purpose:

This policy describes how the Wyoming Department of Health (WDH) will respond to requests for public records in accordance with the Wyoming Public Records Act (Wyo. Stat. § 16-4-201 et seq).

Scope:

This policy applies to all WDH divisions, facilities, and programs. This policy does not apply to requests for certificates issued by Vital Statistics Services or to an individual’s request for their own health or medical records.

Definitions:

Public records - Public records are records held by the WDH which meet the definition of “public records” in the Wyoming Public Records Act, at W.S. 16-4-201(a)(v).

OPSC - The abbreviation OPSC means the WDH Office of Privacy, Security and Contracts.

Designated Public Records Person- The WDH employee responsible for coordinating public records requests for the agency is the WDH contracts manager within the OPSC.

Custodian - means the WDH division, facility, or program holding the requested records.

Policy Statement: It is the policy of the WDH to respond to public records requests as quickly as possible. The Designated Public Records Person will acknowledge the receipt of the request and notify the requestor within seven days of receipt of the request. The WDH will produce the requested records within 30 days unless the Custodian notifies the Designated Public Records

Person that additional time is necessary due to the volume of the request or inaccessibility of the records. If good cause exists as to why the records cannot be released within 30 days, the Designated Public Records Person will work with the applicant to set, in writing, a mutually agreed upon time to produce the documents.

Process:

1. Designation of Designated Public Records Person.
 - a. The WDH shall designate the Contracts Manager as the Designated Public Records Person to receive all applications for public records. The WDH shall provide the Department of Administration and Information the following:
 1. Name;
 2. Business e-mail address; and
 3. Business mailing address.
 - b. The Designated Public Records person shall serve as a point of contact between the governmental entity and applicants seeking public record.
2. Analysis and Acknowledgement.
 - a. Public record requests must be in writing. Public record requests received by a WDH staff person other than the Designated Public Records Person will be forwarded to the Designated Public Records Person.
 - b. Within seven days after the public record request is received by the Designated Public Records Person, the Designated Public Records Person will send the requestor an acknowledgement letter, acknowledging the request, establishing the date for the WDH's response, and advising the requestor that a fee may be charged.
 - c. The Designated Public Records Person and Custodian will determine the estimated effort to produce the records, whether a fee will be charged in accordance with Wyoming Department of Administration and Information Rules, and whether the records can be produced within 30 days of the date of the request.
 - d. If a fee is to be charged or the records cannot be produced within 30 days of the date of the request, the Designated Public Records Person will contact the requestor and determine an agreed upon date and time to produce the documents. Within 30 days of the acknowledged receipt, the Designated Public Records Person will send a letter to the requestor confirming the date for WDH's response to the request and advising of any fees to be charged.
 - e. The Designated Public Records Person will keep a log of all public record requests.

2. Preparation of Records

- a. If a fee is to be charged for the public record request, the Custodian will not gather or release records until the fee is paid by the requestor.
- b. The Custodian will gather the records and work with the Designated Public Records Person to review whether the records can be released in their original format, whether if any portion of the records must be redacted, or whether access to any of the records may or must be denied in accordance with the Wyoming Public Records Act. The Designated Public Records Person and the Custodian may consult with the Office of the Attorney General to ensure records are released appropriately.
- c. If redaction of records is necessary to protect confidential information, the Custodian is responsible redacting the records.

3. Production of Records

- a. When the requested records have been gathered and prepared for release, the Custodian will forward the records to the Designated Public Records Person.
- b. The Designated Public Records Person will forward the records to the requestor and keep an electronic copy of the records produced in the Designated Public Records Person's public records file.
- c. The Designated Public Records Person will log the date the records are produced in the Designated Public Records Person's log.

Review:

This policy will be reviewed by the Designated Public Records Person every two years or when changes to the policy are necessary.

Responsible Party:

The OPSC and the Designated Public Records Person are responsible for administration and interpretation of this policy.

Forms:

This policy may be supported by a standard acknowledgement letter, updated as necessary.

References:

Wyoming A&I Rules, Chapter 2, Uniform Procedures, Fees, Costs and Charges for Inspecting, Copying and Producing Public Records

Wyoming Public Records Act - Wyo. Stat. Ann. §§ 16-4-201 through -205

Training:

The Designated Public Records Person will provide training on an as needed basis about this policy.