

City of Buffalo Public Records Request Form

The City of Buffalo will provide an effective and timely response to requests for official public records under the Wyoming "Public Records" law. The City will make every effort to provide assistance, and prompt, accurate and courteous service through the City Public Records Coordinator to members of the public seeking official public records for which the City of Buffalo is custodian.

All public records requests are to be directed to the City's Public Records Coordinator, who will provide the City's response. This request form may be obtained from and returned to any office in the City. The form will then be routed to the Public Records Coordinator for attention. Requests for information regarding the Police Department should be directed to that department.

Fees are assessed, as posted, to provide photocopies and/or printouts. (Fees may be waived for news organizations or schools, as posted.)

Once this form is received at City Hall, the City Public Records Coordinator will process and review the request and notify the applicant when the material is ready.

Requested public information for which the City of Buffalo is custodian will be made available to the applicant in a timely manner.

Requests for information that is protected or prohibited from public release by law may be denied, and the applicant contacted and informed of this. Public documents containing exempt information may be released after redaction.

In order for your request for public documents to be processed, please provide the requested information on the application on Side 2 of this form. **A title or reasonable description of the requested document is required – we are happy to help you complete the record request.**

Please use one form per document requested.

Note: Nearly all record requests are at very little cost – and are fulfilled with minimal fees for copies in many instances. In rare instances, an hourly fee may apply in addition to copying costs, as permitted by the public records law:

- 1) For requests for records that require significant staff time to locate, including searches across many departments, old or archived records, voluminous records, etc.
- 2) Requests for analysis, compilation, extractions, comparisons, chronologies or other assemblages of existing material in the custodial care of the City may be made through the City's "Request for Research" form.

If a request is of either of the above two types, the City will advise you and obtain your consent and payment security before undertaking the work. *Often, a more clearly described record eliminates the need for this type of search – again, we are happy to help you complete the record request.*

APPLICATION FOR CITY OF BUFFALO PUBLIC RECORDS

As custodians of public information, the City of Buffalo recognizes your right of access to public records. Please see the reverse side of this form for information pertaining to the City's procedure for providing requested information. Please complete legibly and sign below:

Date: _____

Requested by:

Name: _____ Phone: _____ Cell: _____

Mailing address: _____ Email address: _____

Description of Document (Be as specific as possible; use title if known; use separate form for each document requested):

I agree to pay fees associated with the request for this document. These fees have been explained to me. (If fees for your records request total more than \$5.00, we will notify you for authorization and request payment in advance):

Signature of Applicant: _____

For office use only

___ Record copied and released Number of copies ___ at \$___ = \$___ fee Paid ___

___ Record provided, protected material Number of copies ___ at \$___ = \$___ fee Paid ___
redacted

___ City fee for services \$___ fee Paid ___

___ Request involves staff research. See separate form: City of Buffalo Request for Research.

___ Record is excluded from public access. Explanation:

Document title or description _____

Date application received _____ Date copies prepared/applicant notified _____

Public Records Coordinator Signature _____