RESOLUTION NO. 2019-04

A RESOLUTION OF THE GOVERNING BODY OF THE TOWN OF SARATOGA, CARBON COUNTY, WYOMING FOR THE ESTABLISHMENT OF FEES OR CHARGES TO BE ASSESSED FOR THE PRODUCTION OF PUBLIC RECORDS PURSUANT TO WYO. STATS. §16-4-201, *et seq.*

WHEREAS, pursuant to Wyo. Stats. §16-4-201(a)(iv), the Town of Saratoga is defined as a political subdivision within the meaning of the Wyoming Public Records Act; and

WHEREAS, Wyo. Stat. §16-4-204 provides for the right of inspection of public records, copies, printouts, or photographs and the fees therefore; and

WHEREAS, Wyo. Stat. §16-4-204(c) states that after July 1, 2003, any fees or charges assessed by a custodian of a public record shall first be authorized by duly enacted or adopted statute, rule, resolution, ordinance, executive order, or other like authority; and

WHEREAS, the Town of Saratoga, by and through its Governing Body is desirous of providing for the fees or charges to be assessed for the production of public records pursuant to the above-referenced act by resolution;

NOW THEREFORE, **BE IT RESOLVED** by the Governing Body of the Town of Saratoga that the following fee schedule shall apply to copies, printouts, or photographs of public records unless otherwise prescribed by law:

1. All fees and charges for any public record requests shall be paid in advance.

Photocopy copy charges	$.50 per page for black and white copies $.75 per page for color copies
Electronic record	$25.00 per item electronically provided (i.e., including but not limited to: CD, DVD, floppy disc, micro film roll, e-mail). In addition to the per item charge, actual costs, including but not limited to costs of outside programming and computer services, shall be borne by the requesting party if necessary to produce or construct the material requested.
Employee time	The cost for employee time shall be assessed at $16.00 per hour for clerical time, and $31.00 per hour for professional time.

Resolution 2019-04 and the fees and charges set forth herein may be amended, when the Governing Body deems changes necessary and appropriate.

DATED this _____ day of February, 2019.

(S E A L)

Town of Saratoga, Wyoming

By: _____
Title: John Zeiger, Mayor
Town of Saratoga, Wyoming

ATTESTED:

By: _____
Title: Town Clerk