



All public records requests must be submitted to:

Records Technician
PO Box 2200 Cody, WY 82414
(P) 307-527-7512 (F) 307-527-6532
Email: Records@codywy.gov

Per Wyoming State Statutes, public records must be released within 30 days after the date of acknowledged receipt of the request unless good cause exists preventing the release in that time frame. Please note that some requests may require additional research and preparation that may prolong the amount of time in which you receive your request. All applications for public records shall be submitted to the Records Technician.

Application for Public Records

Name of individual requesting information	
Mailing Address	
Phone Number	
Fax Number (required if fax delivery is requested)	
Email Address (required if email delivery is requested)	

PART I: I hereby request to (check one): **Inspect** **Purchase Copy of** the following records
(please be specific and include names, dates, keywords and the name of the specific record or records).
Attach additional sheet if necessary.

PART II: If the request is for Purchase Copy, indicate below how you want to receive the records:

Delivery Method: In Person Mail Email Fax

Document Format: Paper Copy .txt .pdf Other: _____
(please note that some records may not be available in the requested format)

I am requesting the City of Cody provide the following information in accordance with Wyoming State Statute 16-4-201, Public Records, Article 2. I understand there may be a fee to provide the requested information. Fee must be paid at the time this request is submitted.

Requestors Signature

Date

FEES

COPY FEES:

Photo Copies & Printed Materials – black & white up to 11x17	\$1.00 for the first page \$0.50 for each subsequent page
Photo Copies & Printed Materials – color up to 11x17	\$1.50 for the first page \$0.75 for each subsequent page
Photo Copies & Printed Materials – black & white larger than 11x17	\$5.00 each page
Photo Copies & Printed Materials – color larger than 11x17	\$10.00 each page

COMMUNITY DEVELOPMENT FEES:

Site Map or Lot Map	\$6.00 each
Zoning and Street Maps	36x48 Color: \$10.00 each 42x60 Color: \$48.00 each
Scanned 24x36 Drawing - color or black & white	\$7.50 each page
Lamination of Document	\$6.00 each
Master Plan Document – printed & bound	\$40.00 each
Whole Aerial & Utility Tiles w/Lot Lines	\$36.00 each
½ Aerial & Utility Tiles w/Lot Lines	\$18.00 each
¼ Aerial & Utility Tiles w/Lot Lines	\$9.00 each
Producing or constructing records, programming, and computer service	\$20.00 minimum up to 1 hour of staff time \$5.00 for each additional 15 minutes of staff time

ELECTRONIC COPY FEES:

Digital Disk	\$5.00 per disk
Video Disk	\$10.00 per disk
Flash Drive	\$5.00 4GB
	\$5.00 8GB
	\$8.00 16GB
	\$10.00 32GB
	\$12.50 64GB

MISCELLANEOUS FEES:

Producing or constructing records, programming, and computer service (electronic records)	\$20.00 minimum up to 1 hour of staff time \$5.00 for each additional 15 minutes of staff time
Fax Sent Fee	\$2.00 per fax up to 5 pages \$.25 for each subsequent page
Notary Signature	\$5.00 per document