



CITY OF POWELL RECORDS REQUEST

POWELL POLICE DEPARTMENT

Records in possession of Powell Police Department only.

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.

Certain records are exempt from disclosure as described in W.S. 16-4-203, as well as records protected by State or Federal law. Public records that include information that is exempt from disclosure shall be redacted to prevent disclosure of confidential information.

If a police report is requested and the case/incident has not been adjudicated your request will be denied.

All fees for cases must be paid in full before records are released.

*Charges for copies of Reports/Incidents: \$1.00 for the 1st page and \$.50 for additional pages

Research Fee: \$40 per hour, minimum \$20 all fees are listed below.

Date and Time of Request: _____

Requestor Name: _____ Home/Cell Phone #: _____

Mailing Address: _____ Work Phone#: _____

City, State Zip: _____

Email: _____

Cooperating Agency States (check the appropriate box): Government Law Enforcement Judicial Not Applicable

REQUEST DETAILS: Per W.S.S. 16-4-202: If the public records requested are not in the custody or control of the governmental entity to whom application is made, the designated public records person shall notify the applicant within seven (7) business days from the date of acknowledged receipt.

I request to:

Preferred Delivery Method

Inspect a record in person Purchase a copy

Mail Email Fax Pickup

Case or Incident # (if known): _____ Date and Time of Incident: _____

Names of Person(s) Involved: _____

Purpose of the request: _____

I understand and agree that there may be charges for the duplication, production, and transmission of public records. I agree to pay all applicable fees and charges in advance for the requested information, as identified in the fee schedule.

Signature

Printed Name

Date

Request Taken By: _____

Fee Total: _____

Records Research and Copying Fees effective 2/1/2021

Cash, checks or money orders are accepted. Reports shall be released only after receipt of payment. Powell PD shall not release records related to criminal cases that have not been adjudicated. Powell PD shall no release records of other agencies that have been provided to us or records that we have access to by other means.

Copies of records, which require administrative review, shall be subject to administrative fees as set forth in W.S. 16-4-204. The Standard research fee shall be \$40 per hour, minimum \$20. If the scope of the request indicates that more than one (1) hour will be required to fulfill the request, the requestor shall pay a \$40 non-refundable fee before the research will begin. The requestor will be informed of the hourly weighted rate prior to research beginning.

Photocopying fees shall be:

Black and white, legal or letter up to 11" x 17"	\$1.00 for the first page (one side) and \$.50 for each additional page.
Color, legal or letter, up to 11" x 17"	\$1.50 for the first page (one side) and \$1.00 for each additional page.
Faxing a public record for requestor:	\$2.00 per fax, up to five pages and \$.25 for each subsequent page.
Mailing a public record for requestor:	Copy cost plus postage costs
Flash Drive	\$5.00 4 GB, 8 GB \$10.00 16 GB, 32 GB \$15.00 64 GB
Digital Disk	\$5.00 per Disk
Video Disk	\$10.00 per Disk

Black and White Copies, per page, per side

1 - \$1.00	6 - \$3.50	11 - \$6.00	16 - \$8.50	21 - \$11.00
2 - \$1.50	7 - \$4.00	12 - \$6.50	17 - \$9.00	22 - \$11.50
3 - \$2.00	8 - \$4.50	13 - \$7.00	18 - \$9.50	23 - \$12.00
4 - \$2.50	9 - \$5.00	14 - \$7.50	19 - \$10.00	24 - \$12.50
5 - \$3.00	10 - \$5.50	15 - \$8.00	20 - \$10.50	25 - \$13.00