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RECORDS REQUEST POLICY

Authority—This policy is promulgated by the Lower Wind River Conservation District (District) pursuant to the Wyoming Public Records Act (S. S. 16-4-201 through 205).

Applicability—This policy applies to all requests for inspection of public records maintained by the District.

Requests—All requests for inspection of District records shall be in writing and submitted to the District at the above address or to cathy.rosenthal@lowerwindrivercd.com. Requests must be specific and contain details sufficient to identify the records requested.

1. All public records shall be released no later than 30 calendar days from the date of acknowledged receipt of the request unless good cause exists to prevent release by that deadline. If good causes exist, records shall be released on a specified date mutually agreed to by the applicant and the governmental entity.
2. The LWRCD may charge for producing copies of the records request if requester needs a hard copy of the request.

Disclosure—Access to District records, and responses to requests will be in accordance with the Wyoming Public Records Act.

This Records Request Policy was adopted by the Board of Supervisors on 7-12-2023 during a regular Board meeting.

Rod Rivers, Chairman

Richard Denke, Member

Ron Lucas, Vice-Chairman

Nick Biltoft, Member

Ray Appelhance, Secretary/Treasurer