

Procedures for Requesting Public Records Sublette County Hospital District (SCHD)

A. Submitting a request. Individuals are encouraged to submit their requests in writing. Individuals should submit their requests as follows:

1. All requests for Public Records, requests from the media, and general records requests: Contact Michelle Stauthamer mstauthamer@sublettehealthcare.com or call 307-276-4451.
2. Pursuant to the Wyoming Public Records Act, SCHD will release any responsive records within thirty (30) calendar days from the date of acknowledged receipt unless good cause exists to prevent the release of responsive records within that time frame.
3. If good cause exists to prevent the release of records within thirty (30) calendar days, the records will be released on a date that is mutually agreed upon by SCHD and the Requestor.
4. If a fee is to be charged, SCHD will only begin the process of compiling and reviewing the records when the fee has been paid by the Requestor. A delay in payment of the fee may cause a delay in the release of the records.
5. Fees (starting 12/15/21)
6. Reasonable production and construction costs for public records requests (Wyoming Public Records Act, Wyoming Statute 16-4-204):
 7. 1. \$20.00/hour for clerical staff time.
 8. 2. \$30.00/hour for information technology staff time.
 9. 3. \$40.00/hour for professional staff time.
 10. 4. Actual cost of programming and computer services.
11. *Note: The requestor will be charged only if the amount of the reasonable production and construction costs exceeds \$50.00, and the requestor will be charged only for the amount above \$50.00.
12. Payment must be received before the request will be processed.
13. If the request takes less time than estimated, the requestor will receive a refund for the amount of money that was unused.
14. If the request takes more time than estimated, the requestor will receive the responsive records to that point, and another invoice with the estimated cost for the completion of the request. Payment must be received before the work will continue.
15. Requestors will not be allowed to avoid the charge by using multiple records requests

16. Pursuant to the Wyoming Public Records Act, SCHED will release any responsive records within thirty (30) calendar days from the date of acknowledged receipt unless good cause exists to prevent the release of responsive records within that time frame.
17. Good cause includes consideration of whether the records are privileged or confidential by law or whether release of the records impairs or impedes the governmental entity's ability to discharge its other duties, such as complexity and volume of the request and delay in payment of fees.
18. If good cause exists to prevent the release of records within thirty (30) calendar days, the records will be released on a date that is mutually agreed upon SCHED and the Requestor.