

## **Chapter XII INFORMATION PRACTICES**

Section 1. **Authority.** These rules are promulgated pursuant to the Wyoming Administrative Procedure Act, W.S. 16-3-101 through 115, The Wyoming Public Records Act, W.S. 16-4-201 through 205, and Executive Order of March 1975. These rules apply to all public records maintained by the Board.

Section 2. **Definitions.** All of the definitions set forth and contained in the statutes cited above are incorporated by reference into these rules.

Section 3. **Disclosure.** Records that are determined by the Board to fall under the public record classification, except those public records for which inspection may or must be denied, shall be available for inspection in the office of the Board during normal business hours. Disclosure of all public records maintained by the Board shall be made without regard to the intended use or purpose of the request.

### Section 4. **Access.**

(a) All public records, except those for which inspection may or must be denied, may be viewed, copied and physically handled in the office of the Board during normal business hours upon written or oral request made to the official custodian. However, no form of identification and no form of written request may be required as a prerequisite to access.

(b) Subject to the availability and capabilities of copying equipment in the Board office, the official custodian shall furnish copies of any records permitted to be reproduced to any individual upon request who has the right to receive copies of records. For this service, fifty five cents (\$.55) per page will be charged to cover the cost of the custodians time and to cover costs levied against the Board. In the event the Board does not have equipment for making copies of the records requested, the records may be reproduced in accordance with arrangements made by the custodian and subject to his custody, direction and control. The custodian may specify a reasonable charge for services rendered.

(c) When information is requested which may be released but which does not exist in a form which may be released, the official custodian shall estimate the time and cost of creating a public record of the information requested. Payment shall be made before compilation of the requested record begins, and additional payment covering the actual cost of compilation, if greater than the estimate, shall be made before the record is released to the requestor.

(d) No records for which inspection may or must be denied shall be copied except by employees of the Board engaged in official business and with the approval of the custodian. A notation of all such copies and the purpose for which they are to be used shall be noted on the original records.

Section 5. **Correction and Amendment.** Any person in interest shall have the right upon written request made to the official custodian to correct or amend any erroneous, inaccurate, or misleading information that is contained in a record relating to him by supplementing the record with such corrected or amended material. However, no record or portion thereof shall be physically altered, destroyed or removed except with the consent of the custodian

Section 6. **Personnel Files.** Personnel files shall remain confidential except to the employee who is the subject of the file or record and to the duly elected or appointed officials who supervise the work of the person in interest.

### Section 7. **Maintenance of Records.**

(a) All public records maintained by the Board shall be stored and retained according to applicable time schedules and policies of the Board.

(b) All records for which public inspection shall or may be denied shall be identified, stored, and maintained, by whatever means appropriate, to indicate and preserve their confidentiality. The identification, storage, and maintenance of said records shall be undertaken in such a manner as to indicate the existence of confidential records.

(c) All investigation records are not public pursuant to W. S. 16-4-203 (b)(i). The custodian shall deny all requests for the right of inspection of investigative records. Any person denied the

right to inspect may apply to the district court pursuant to W. S. 16-4-203(f). The investigative file shall be retained in a private file in accordance with the Board's legal retention schedules."