

Information Request

I am requesting the Town of Upton provide the following information in accordance with Wyoming State Statute 16-4-201, Public Records, Article 2:

PART I:

I hereby request to : _____Inspect _____Copy the following records (fee required)

(please be specific and include names, dates, keywords and the name of the record) Attach additional sheet if necessary.

PART II:

If the request is for Copy, what document format do you request? _____Paper _____Electronic

If paper format what delivery method do you request? _____Pick up _____US Mail _____Fax

If electronic format what delivery method do you request? _____Email _____USB Drive

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

The Town of Upton will attempt to provide the information requested within a reasonable 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.

I understand there may be a fee to provide the requested information. Fees must be paid at the time this request is submitted. Additional fees may be accumulated during research and will have to be paid before documents are picked up.

Requester's Signature

Date

Fee due to the Town \$ _____ Date Paid _____ Receipt # _____

Information Provided By: _____ Date Provided: _____ Request Denied By: _____ Notice Sent: _____

RESOLUTION NO. 2, 2025 OF THE TOWN OF UPTON, WYOMING

WHEREAS , under the terms of Wyoming Statute Section 16-4-204, the Town may charge reasonable fees and charges for copies, printouts or photographs of public records; and

WHEREAS the Town of Upton, Wyoming, has prepared a Schedule of Fees for copying and printing public records.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF UPTON, WYOMING:

The Town of Upton Public Record Fee Schedule for copying and printing public records is adopted to read as follows:

Town of Upton Public Record Fee Schedule

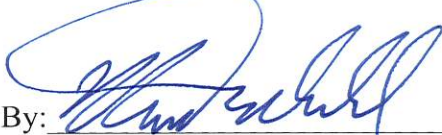
Information is available to the public via the Town’s Web Page www.townofupton.com

Service	Fee
<u>Authorization:</u>	
Notary	No charge
<u>Digital Transmission:</u>	
Fax Transmission	\$1.00/page
E-Mail	No charge
Sound Files (via thumb drive)	\$5.00/each
<u>Maps:</u>	
Town Maps	\$5.00/Map
<u>Photocopies or Printing (letter/legal):</u>	
Black/White	\$0.50/page
Color	\$2.00/page
Photos Color (1-4 photos/page)	\$2.00/page
<u>Other:</u>	
Contact Sheets	\$5.00/Person
Crash Reports	\$10.00/Each
Research/Staff Time	\$25.50/hour over 15 min

(Note: Additional fees may apply to each request and will be disclosed as accurately as possible)

PASSED, APPROVED AND ADOPTED THIS 8th day of April 2025.

Town of Upton, Wyoming

By: 
Nicholas Trandahl, Mayor

Attest: 
Kelley Millar, Clerk/Treasurer