

## EXHIBIT A

The Public Records fee scheduled for the City of Sundance, incorporated by Resolution 10, 2017, shall be as follows:

TYPE OF RECORD	FEE
Photo Copies & Printed Materials-black & white up to 11x17	\$ 1.00 for first page
	\$ .50 for each subsequent page
Photo Copies & Printed Materials-color up to 11x17	\$ 1.50 for first page
	\$ .75 for each subsequent page
Photo Copies & Printed Materials-black & white larger than 11x17	\$ 5.00 per page
Photo Copies & Printed Materials-color larger than 11x17	\$10.00 per page
Site Map or Lot Map	\$ 6.00 each
Zoning and Street Maps	\$10.00 36 x48 Color each
	\$48.00 42 x 60 Color each
Scanned 24 x 36 Drawing-color or black & white	\$ 7.50 each page
Creation of Electronic Documents or Export of Data	\$20.00 minimum up to 1 hour of staff time
	\$ 5.00 for each additional 15 minutes of staff time
Digital Disk Reproduction	\$ 5.00 per disk
Video Disk Reproduction	\$10.00 per disk
Research Fees: in addition to any of the fees above	\$25.00 per hour with a one hour minimum
Large Requests	Fully executed agreement to pay for all associated costs
Fax Sent Fee	\$2.00 per fax up to 5 pages
	\$ .25 for each subsequent page
Notary Signature	\$5.00 per document
	(city documents exempt from fee)

The following shall be the procedure for requesting any allowed public records from the City of Sundance.

1. A written request must be made to the custodian of record. The City Clerk is the custodian of records for the City of Sundance with the exception of Police Department and Sundance Municipal Court records.
2. The custodian of records for the Police Department and Sundance Municipal Court is the Municipal Court Clerk.
3. The written request shall provide the name, signature, address, and telephone number of the person requesting review of public records. Records shall be identified as accurately as possible. A form is available in the office of the City Clerk or online at [www.sundancewy@rangeweb.net](mailto:www.sundancewy@rangeweb.net).
4. Payment of all associated fees of a public records request shall be paid in advance of [reparation and delivery of the public records. The custodian of records shall provide the requesting party with an estimate of all costs prior to any research, assembly, or delivery of requested records.
5. Determinations whether a document constitutes a "public record" and may be released for inspection shall be made pursuant to the provision of the Wyoming Public Records Act, W.S. 16-4-201 et seq.
6. If the request to inspect is denied, the custodian of records shall provide a written explanation of the denial pursuant to W.S. 16-4-203(e).