

PUBLIC RECORDS

REQUEST FOR INFORMATION*
307-532-5666 Phone 307-532-2010 Fax

City of Torrington 436 East 22nd
www.torringtonwy.gov

Requestors' Name

Requestors' Phone Number

Requestors' Address

DATE OF REQUEST

/ /

Open Records Request May Take Up To Seven (7) Business Days. If you are NOT in need of the information within seven days ENTER the date you wish to have the information:

DATE NEEDED / /

* The information need not be provided on this request unless required in accordance with specific provisions of the Public Records statute #16-4-201.
A copy of the Wyoming State Statutes may be found online or at your local library.

Please be specific with your Public Records request.
Provide us with a detailed description(s), date(s), etc. when possible to narrow our search

Requestor's Signature _____

NOTICE: If the Records Custodian determines that your request is to be denied in whole or in part, you have the right to appeal through the court process.
Refer to Wyoming Public Records Statute #16-4-201

GENERAL COPY & RELATED COSTS: \$15.00 Administrative Fee
First 5 pages are free. \$1.00 per page for each and every page in excess of 5 pages.
City Ordinance #1088
Additional cost may be required for research, oversize documents, photos, electronic copy etc...

"FOR OFFICIAL USE ONLY"

Request (___) Approved (___) Denied – Reason _____

By _____ Date _____