



Public Records Request Form

All applications for public records under the Wyoming Public Records Act, W.S. §§16-4-201 through 16-4-205 ("WPRA"), should be submitted to the **Jackson Hole Airport Board** on this form. Forms may be sent by e-mail to publicrecords@jhairport.org, or by mail to the Jackson Hole Airport Board, Attn: DPRP, 1250 East Airport Road, PO Box 159, Jackson, WY 83001. Please make your request as detailed as possible.

Name: _____ Phone #: _____

Address: _____ Email: _____

This is a request _____ to inspect records at the Airport, OR _____ for copies of documents. Note that copies of records will be produced in electronic format unless requested otherwise.

Clearly identify the records you are requesting (attach additional pages as necessary): _____

I understand that one or more of the records I have requested may be excepted from disclosure under the WPRA, and if so the Airport or its attorney will inform me of that exception. I understand that I may be charged a reasonable amount for reproducing and producing the records requested and agree to pay such amount. Please inform me and obtain my approval if estimated costs for my request will exceed \$_____. Costs are as follows:

Copies – per page (black and white)	\$0.25
Copies - per page (color)	\$1.00
Copies – miscellaneous Items (e.g. copies of digital recordings, or documents larger than 8 ½ x 14)	At Cost
Hourly personnel rate for producing records, as set by Airport policy	\$65.00 per hour

In accordance with the WPRA and Board policy, public records will be released as soon as possible, but within thirty (30) calendar days unless good cause exists preventing their release.

Signature: _____ Date: _____