



## Public Records Request Form

All applications for public records under the Wyoming Public Records Act, W.S. §§16-4-201 through 16-4-204 ("WPRA"), should be submitted to the **Jackson Hole Airport Board** on this form. Forms may be sent by e-mail to [publicrecords@jairport.org](mailto:publicrecords@jairport.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.

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

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I understand that one or more of the records I have requested may be protected from disclosure under the WPRA, and if so the Airport or its attorney will inform me of that exemption. I understand that if I have requested copies of records, I may be charged a reasonable amount for reproduction, and agree to pay such amount. Please inform me and obtain my approval if reproduction costs for my request will exceed \$ \_\_\_\_\_. Reproduction costs are as follows:

### Reproduction Charges

Per page (black and white)	\$0.25
Per page (color)	\$1.00
Miscellaneous Items (e.g. copies of digital recordings, or documents larger than 8 ½ x 14)	At Cost
Hourly personnel rate for assembly of and copying of documents in excess of 50 pages	\$25.00 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 extraordinary conditions prevent their release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_