



City of Mills
704 Fourth Street / PO Box 789
Mills, WY, 82644
307-234-6679

WYOMING PUBLIC RECORD ACT POLICY:

RIGHTS AND RESPONSIBILITIES:

The Wyoming Public Records Act is a law that gives you the right to access information of public record from any government agency. It is often described as the law that keeps citizens in the know about their government.

- A public record is any writing or recording- regardless of whether is a paper record, an audio or video recording, or any other format- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

Your Rights:

- You have the right to request to inspect or receive copies of public records, or both.

Making a Public Records Request:

- Please be advised that any request must be served in writing upon the custodian of records. The custodian is defined as any officer or employee of the state or any agency, institution or political subdivision thereof, who is responsible for the maintenance, care and keeping of public records. W.S. 16-4-201. Please direct your request in this matter to the City of Mills City Clerk.
- The City of Mills will only accept a request completed by using the City of Mills request form.
- The City of Mills may charge fees for research, copies.
- When making a request please fill out the correct form and return to the City of Mills.

If you have any questions, please contact the City of Mills at 307-234-6679.

Sincerely,

City of Mills