



Matthew H. Mead
Governor

Wyoming
STATE BOARD OF NURSING

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WYOMING STATE BOARD OF NURSING
PUBLIC RECORDS REQUEST FORM

Requests for information from the Custodian of records for the Wyoming State Board of Nursing made pursuant to the Wyoming Public Records Act [Wyo. Stat. §§ 16-4-201 to 16-4-205] must be submitted in writing using this form, by mail or facsimile to the address or number above, or by e-mail to wsbn.compliance@wyo.gov.

Applicant/Requester Information

Full Name

Organization

Mailing Address

Phone No. E-mail

Records Requested: By Inspection By Mail By E-mail Check if certified copies are requested

Records Requested: Please be as specific as possible in describing the records, including applicable names, dates and subject matter to which the records relate. Please check the boxes below of the types of records you are requesting.

Discipline

Table with 2 columns and 5 rows listing discipline options: Administrative Complaint, Notice of Administrative Complaint, Letter of Intent, Petition & Complaint, Notice of Hearing, Order Setting Pre-Hearing Conference, Disclosure Statement, Answer, Final Decision, Other.

Licensing

Table with 2 columns and 3 rows listing licensing options: Licensure/Certification Status, Application, ARC Recommendation to Deny, Final Decision, Other.

Other

Table with 2 columns and 3 rows for other record types.

1 Contact information is requested if clarification of the request is necessary and for purposes of providing a response to the request.
2 See Chapter 1 of the Board's Rules for information on public record access.
3 Production, construction and copy fees will be assessed for all documents requested, pursuant to A & I rules: Ch. 2, Uniform Procedures, Fees, Costs, and Charges for Inspection, Copying, & Producing Public Records.
4 Records may be withheld or redacted by the Custodian pursuant to Wyo. Stat. § 16-4-203(b). Records of the kind listed in Wyo. Stat. § 16-4-203(d) will not be released by the Custodian. The Requester will receive a written statement of the grounds for which access to records has been denied.

**WSBN**

Requestor \_\_\_\_\_

Request Date \_\_\_\_\_

### Estimated/Actual Cost for Public Records Request

*\*Production & Construction Costs will be charged ONLY IF they exceed \$180.00*

*\*\*This form is INFORMATIONAL only - form to be completed by WSBN staff*

<i>ESTIMATED + ACTUAL COSTS</i>		FEE	EST	EST	ACTUAL	ACTUAL
<b>Production &amp; Construction Costs</b>		per hour	# of hrs	\$ TOTAL	# of hrs	\$ TOTAL
Clerical Staff time		\$15.50		\$0.00		\$0.00
Information technology staff time		\$30.00		\$0.00		\$0.00
Professional staff time		\$40.00		\$0.00		\$0.00
Programming & computer services		Actual Cost				
				\$0.00		\$0.00

<i>ACTUAL COSTS</i>		FEE	#	ACTUAL
<b>Copying Non-Electronic Public Records</b>		per page	of pgs	\$ TOTAL
Standard (8.5 x 11 inch) - black & white copy		\$0.10		\$0.00
Standard (8.5 x 11 inch) - colored copy		\$0.60		\$0.00
Legal (8.5 x 14 inch) - black & white copy		\$0.25		\$0.00
Legal (8.5 x 14 inch) - colored copy		\$1.00		\$0.00
Other sheet size		Actual Cost		
Photograph		Actual Cost		
Utilization of outside vendor for copying		Actual Cost		
Custodian's fee to supervise copying		See rule		
Special instances, i.e. film		Actual Cost		
				\$0.00

<i>ACTUAL COSTS</i>		FEE	#	ACTUAL
<b>Producing Electronic Copies</b>		per page	of pgs	\$ TOTAL
Scanning non-electronic public records		\$0.10		\$0.00
Electronic media (disk, thumb drive, etc.)		Actual Cost		
				\$0.00

<i>ACTUAL COSTS</i>		FEE	#	ACTUAL
<b>Transmitting Public Records</b>			of items	\$ TOTAL
Mailing, including cost of shipping container		Actual Cost		
Facsimile		Actual Cost		
				\$0.00

\*Reference A & I Rules Chapter 2, effective 9/6/2016

Prepared by/date \_\_\_\_\_

ED signature/date \_\_\_\_\_