

**RESOLUTION # \_\_\_\_\_**  
**AMENDING RESOLUTION 190521-11 AND 190702-14**  
**DESIGNATING A PUBLIC RECORDS PERSON**

**WHEREAS**, pursuant to W. S. § 16-4-202(e), each governmental entity is required to designate a person to receive all applications for public records; and

**WHEREAS**, pursuant to W. S. § 16-4-202(e) the governmental entity shall submit the name, business email address and business mailing address to the designated public records person to the Wyoming Department of Administration and Information for publication on the Department of Administration and Information official website; and

**WHEREAS**, also pursuant to W. S. § 16-4-202(e), the designated public records person shall serve as a point of contact between the governmental entity and applicants seeking public records.

**THEREFORE, BE IT RESOLVED** that the Laramie County Board of County Commissioners hereby designates, the Deputy Laramie County Clerk as the designated public records person for all public records involving Laramie County, pursuant to W. S. § 16-4-202(e), including: Building Maintenance, Events, Grants, Information and Technology, Maintenance, Planning, Public Works, Risk Management and Shooting Sports Departments. As indicated herein, county entities which receive significant volumes of records requests as part of their regular operations, and their internally designated records personnel, are hereby designated as the designee of the Deputy Laramie County Clerk pursuant to W. S. § 16-4-201(a)(xii).

**IT IS FURTHER RESOLVED**, the Laramie County Assessor, Attorney, Clerk of District Court, Combined Communications Center, Coroner, County Clerk, DUI/Drug Court, Emergency Management, Human Resources, Sheriff, and Treasurer shall continue to make all decisions as to the release of their respective documents as the official custodians of their own respective records. The Deputy Laramie County Clerk shall serve as the public records person for those elected officials and department heads, as necessary for the purpose of serving as a point of contact between the elected officials/department heads offices and any the applicant seeking the public records. Records requests to County agencies that receive significant volumes of such requests as part of their regular function, including but not limited to, the aforementioned, in the interest of efficiency, may be made directly to such agencies, who shall maintain a record of all such requests and responses as the designee of the Deputy County Clerk and shall be responsible for all applicable requirements pursuant to W. S. § 16-4-201 et seq. as amended.

**PRESENTED, READ AND ADOPTED this \_\_\_\_\_ day of July, 2020.**

**BOARD OF LARAMIE COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Debra Lee, Laramie County Clerk

\_\_\_\_\_  
Date

Approved as to form: \_\_\_\_\_

\_\_\_\_\_  
Laramie County Attorney's Office

\_\_\_\_\_  
Date

7/9/20