

<i>Delivery method/materials</i>	<i>Description</i>	<i>Cost</i>
Online delivery	<p>There are three steps where charges may be incurred for receiving records through NCSD:</p> <ol style="list-style-type: none"> 1. A charge for uploading digital records (audio, electronic, documents, photo, video) to the system; fee is determined by electronic file size. 2. Charge per minute of staff time to attach records to a response (minimum of two minutes of staff time). 3. Charge of staff time for each increment of 25 attachments to release records to the customer. 	<p>Cost for each step:</p> <ol style="list-style-type: none"> 1. Record less than 1 GB = \$.02 (minimum fee); Record exceeds 1 GB = \$.09 per GB 2. \$.41 per minute 3. \$.41 per minute
Discs	Records are copied to optical storage devices such as CDs or DVDs.	Actual Cost
Paper Copies	Standard (8.5 x 11 inch) - Black and White Copy Standard (8.5 x 11 inch) - Colored Copy Standard (8.5 x 14 inch or larger) - Black and White Copy Standard (8.5 x 14 inch or larger) - Colored Copy	\$.10 per page \$.60 per page \$.25 per page \$1.00 per page
Scans	A per-page charge for converting a record from a paper copy to an electronic format.	\$.10 per page
Flash Drives and other formats	Customers can request records be delivered on a flash, thumb, USB, and other portable storage devices.	Actual Costs
Outside Vendor	Outside vendors can be used for unusual formats, large quantities, or when a requestor asks for delivery of copies faster than the City can process.	Actual Costs
Postage	If a customer requests records to be delivered by U.S. Postal Service.	Actual Costs
Mailing Materials	Envelopes, labels, packaging material	Actual Costs
Search and Review Rates	Administrative Clerical Information Technology Staff Professional Executive (Cabinet) Legal	\$20.50/hour \$34/hour \$50/hour \$60/hour \$75/hour

To Whom It May Concern:

Pursuant to the Wyoming Public Records Act, I hereby request the following records:

Please provide any internal communications including but not limited to emails, memos, or official announcements regarding the pledge of allegiance and its use for the current school year. Please include the current district rules on the pledge of allegiance. Thank you

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 7 business days, as the statute requires.

Sincerely,

Winston Smith