



## PUBLIC RECORDS REQUEST

### SECTION 1

Name of Person Making Request Winston Smith	Date of Request 06/10/2022
Requesting Firm/Organization, if Any	
Address MuckRock News, DEPT MR134761, 263 Huntington Ave	
Address Boston, MA 02115	
Telephone Number 617-299-1832	Email Address 134761-51830726@requests.muckrock.com

Public Records requests shall be released no later than thirty (30) calendar days from the date of acknowledged receipt of the request unless good cause exists preventing release. However, processing time may vary depending on the size and complexity of the request and the availability of records. **If you have a specific time-frame in which you need the documents, you may advise NCSD, although this does not obligate NCSD to produce the documents within that time period. There may be a reasonable charge for search and processing time, copying and mail or delivery, if applicable.**

### SECTION 2: Describe the requested documents. Please be specific in defining the information you are requesting:

Please see next page for full request.

**NCSD reserves the right to determine the production method. However, I prefer to receive the record(s):**

- By USPS at the address above
- In person; call me when the records are ready to be picked up
- By email at the e-mail address above
- Other:

**By signing below, I certify that the information above is true and correct to the best of my knowledge. I agree, on behalf of myself and the organization I represent (if any), that I have authority to make this request and I, or I on behalf of the requesting organization, agree to pay NCSD the fees and costs associated with the production of records.**

Raj For Winston Smith

10/06/2022

Signature of Requesting Party

Date

**REQUEST STATUS:**  Date of Acknowledgement of Receipt \_\_\_\_\_  Provided to Superintendent/Assoc. Superintendent for routing direction

- Person responsible for processing request as directed by Superintendent/Assoc. Superintendent: \_\_\_\_\_
- Date provided to person responsible for processing request as directed by Superintendent/Assoc. Superintendent: \_\_\_\_\_
- Authorization to proceed by legal counsel on \_\_\_\_\_(date)
- Request withdrawn on \_\_\_\_\_(date)
- Information provided and request completed on \_\_\_\_\_(date)
- Information not provided – law excludes information requested
- Fees/Cost Assessed \$ \_\_\_\_\_
- Explanation given in writing for non-production \_\_\_\_\_
- Tracking Log Updated on \_\_\_\_\_(date)
- Other

<i>Delivery method/materials</i>	<i>Description</i>	<i>Cost</i>
<b>Online delivery</b>	<p>There are three steps where charges may be incurred for receiving records through NCSD:</p> <ol style="list-style-type: none"> <li>1. A charge for uploading digital records (audio, electronic, documents, photo, video) to the system; fee is determined by electronic file size.</li> <li>2. Charge per minute of staff time to attach records to a response (minimum of two minutes of staff time).</li> <li>3. Charge of staff time for each increment of 25 attachments to release records to the customer.</li> </ol>	<p>Cost for each step:</p> <ol style="list-style-type: none"> <li>1. Record less than 1 GB = \$.02 (minimum fee); Record exceeds 1 GB = \$.09 per GB</li> <li>2. \$.41 per minute</li> <li>3. \$.41 per minute</li> </ol>
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 the current NCSD policy regarding the Pledge of Allegiance for the current school year and the prior school year. Please note any changes and by whom they were made. Thank you for your help in this matter.

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