



## PUBLIC RECORDS REQUEST

### SECTION 1

Name of Person Making Request Emma Rubin	Date of Request 11/16/2022
Requesting Firm/Organization, if Any	
Address MuckRock News, DEPT MR136985, 263 Huntington Ave	
Address Boston, MA 02115	
Telephone Number 617-299-1832	Email Address 136985-10732080@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.**

Ray For Emma Rubin

11/16/2022

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 Authorization to proceed by legal counsel on \_\_\_\_\_(date)                       Request withdrawn on \_\_\_\_\_(date)  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>
<b>Discs</b>	Records are copied to optical storage devices such as CDs or DVDs.	Actual Cost
<b>Paper Copies</b>	<p>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</p>	<p>\$.10 per page  \$.60 per page  \$.25 per page  \$1.00 per page</p>
<b>Scans</b>	A per-page charge for converting a record from a paper copy to an electronic format.	\$.10 per page
<b>Flash Drives and other formats</b>	Customers can request records be delivered on a flash, thumb, USB, and other portable storage devices.	Actual Costs
<b>Outside Vendor</b>	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
<b>Postage</b>	If a customer requests records to be delivered by U.S. Postal Service.	Actual Costs
<b>Mailing Materials</b>	Envelopes, labels, packaging material	Actual Costs
<b>Search and Review Rates</b>	<p>Administrative Clerical  Information Technology Staff  Professional  Executive (Cabinet)  Legal</p>	<p>\$20.50/hour  \$34/hour  \$50/hour  \$60/hour  \$75/hour</p>

To Whom It May Concern:

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

Copies of written and electronic complaints and challenges for removal, reclassification, or other reconsideration of instructional and library materials including books, ebooks, and audiobooks from January 1, 2000 (or as early as available) to the present, as well as records, petitions, correspondence, and the outcomes related to these challenges. These complaint forms may be categorized as "Request for reconsideration of materials" or "Request for review of building level recommendation". These are sometimes referred to as "book challenges."

As we believe these records will benefit the public interest and inform public understanding of book challenges across the U.S., we request any fees associated with this request be waived. We are planning to make our findings publicly available. If fees cannot be waived, please inform me in advance. Please know that I am a member of the media, and this request is not being made for commercial purposes.

If possible, I would appreciate the corresponding records shared via email with text documents or clear PDFs. If you cannot reply electronically, please let me know and I can provide a mailing address. If you expect a significant delay in responding to this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.

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,

Emma Rubin