

**SHERIDAN FIRE-RESCUE DEPARTMENT  
151 SOUTH SCOTT STREET  
SHERIDAN, WYOMING 82801  
PHONE: (307) 672-6126  
FAX: (307) 674-5196**

**Policy and Procedure For  
Information Requests**

1. All public records as defined and classified by W.S. 16-4-201 (a) (v) and (vi) shall be open for inspection by any person. Except as provided by W.S. 16-4-203, subsections (a) through (h), these records shall be made available for perusal by anyone regardless of affiliation, employment, or other relationship and where a formal request has been made.

2. Any request to review public records held by the Sheridan Fire-Rescue Department shall meet the following requirements:

- a. The request shall be made for a specific file or record by name.
- b. The request shall be made in writing either by letter or by completion of the Information Request Form or Authorization for Use or Disclosure of Information for Purposes Requested by Medical Facilities, Insurance Companies, Lawyers, and Patients. When the request is made by letter, the request form shall be filled out by the custodian with the letter of request being attached to the form. In this case the signature and date lines for the requesting party are completed by attaching the letter.
- c. The Fire Chief, or the employee designated as Acting Chief during the Chief's absence, shall be the custodian of the Department's records. Examination of records shall be made in the office of the Fire Chief.
- d. Copies of any records may be requested and such request honored and listed on the Information Request Form or Authorization for Use or Disclosure of Information for Purposes Requested by Medical Facilities, Insurance Companies, Lawyers, and Patients. **A \$2.00 fee shall be charged for up to five (5) pages copied; a charge of \$ .50 per page shall be assessed after five (5) pages. CD of Photos - \$5.00 each.**

3. No detailed information shall be given out over the telephone, excluding the daily media calls for information on City Run Reports.

4. All Information Request Forms or Authorization for Use or Disclosure of Information for Purposes Requested by Medical Facilities, Insurance Companies, Lawyers, and Patients shall be placed in the appropriate file for which information has been requested.

**Information Request Policy  
Effective: 3/2011  
Appendix "A-5"**