

Pari-Mutuel Commission

Pari-Mutuel Commission

Chapter 4: Information Practices

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CHAPTER 4

INFORMATION PRACTICES

Section 1. **Authority.**

These rules are promulgated pursuant to the Wyoming Administrative Procedure Act, W.S.16-4-202, and Executive Order of March 1975. These rules apply to all public records maintained by the Wyoming Pari-Mutuel Commission.

Section 2. **Definitions.**

All of the definitions set forth and contained in W.S. 16-4-201 are incorporated by reference. In addition, "Official Custodian" means the Wyoming Pari-Mutuel Commission.

Section 3. **Disclosure.**

Records that are determined by the Wyoming Pari-Mutuel Commission to fall under the public record classification, except those public records for which inspection may or shall be denied pursuant to W.S. 16-4-203, shall be available for inspection in the offices of the Wyoming Pari-Mutuel Commission during normal business hours. Disclosure of all records maintained by the Wyoming Pari-Mutuel Commission shall be made without regard to the intended use or purpose of the request.

Section 4. **Access.**

(a) All public records, except those for which inspection may or shall be denied pursuant to W.S. 16-4-203, may be viewed, copied and physically handled in the office of the Commission during normal business hours upon written or oral request made to the official custodian. No form of identification and no form of written request shall be required as a prerequisite to access to public records.

(b) As provided by W.S. 16-4-204(b), any person requesting copies of any records permitted to be reproduced must make arrangements through the custodian since no reproduction facilities of any kind may be available at the office of the Commission. In case arrangements made are of such a nature that the Commission is required to authorize staff to be employed for this purpose away from the Commission offices, the Commission may charge up to the actual value of the time, and other expenses actually incurred, in addition to the actual costs of the reproduction; which total sum shall immediately be deposited with the Commission as provided by the law. For ordinary reproduction of records, a limited number of pages of any record permitted to be reproduced will be copied

by staff of the Commission at a charge of thirty-five (\$.35) per page to cover cost of staff's time and to cover charges levied against the Commission.

(c) No public records for which inspection may or shall be denied pursuant to W.S. 16-4-203 shall be copied except by employees of the Commission engaged in their employer's business and with the approval of the official custodian. A notation of all copies and the purpose for which they were used shall be noted on the original record.

Section 5. Correction and Amendment.

Any person in interest shall have the right upon written or oral request made to the official custodian to correct or amend any erroneous, inaccurate, or misleading information that is contained in a public record relating to him by supplementing the public record with corrected or amended material. No public records or portion shall be physically altered, destroyed or removed except with the consent of the Commission.

Section 6. Personnel Files.

Personnel files and the contents maintained by the Commission shall not be available for inspection except by the person in interest and the duly elected or appointed officials who supervise the work of the person in interest.

Section 7. Maintenance of Records.

(a) All public records maintained by the Commission shall be stored and retained according to applicable time schedules and policies of the Commission. At a minimum all public records shall be retained for the time as shall be deemed necessary to complete final agency action relative.

(b) All public records for which public inspection may or shall be denied pursuant to W.S. 16-4-203 shall be identified, stored and maintained, by whatever means appropriate, to indicate and preserve their confidentiality. The identification, storage and maintenance shall be undertaken in a manner as to indicate to an applicant for public records the existence and general notice of the confidential records.

Section 8. Mailing Lists

The official custodian shall disseminate no lists or compilations of files containing public records except when engaged in official business of the Commission.