



State of Wyoming

State Auditor's Office

Cynthia I. Cloud, CPA
State Auditor

Sandy L. Urbanek, PMP
Deputy State Auditor

March 27, 2018

Delivered via: Email

Dear Messrs. Doenz and Andrzejewski,

Pursuant to your attorney's direction in his letter dated March 5, 2018 to Rebecca Zisch of the Wyoming Attorney General's Office, I am providing this cost estimate to each of you and to your attorney. Further, pursuant to your attorney's letter, I am also treating the separate, and slightly different, public records requests from Equality State Taxpayers Association dated February 20, 2018 and American Transparency dated February 18, 2018 as one and the same request. Jointly, you have requested (1) the cached information from the vendor payment website from January 1, 2013 through January 1, 2018 and (2) the "vendor list" or "vendor table" from January 1, 2013 through January 1, 2018 which shall include an electronic copy of any and all vendor names, addresses, cities, states, and zip codes for vendors of goods and services but excluding non-public information.

In accordance with Wyo. Stat. Ann. § 16-4-202(d)(i), the Auditor's Office's uniform public record rules, attached, and the Department of Administration and Information's uniform public record rules, attached, a custodian shall charge an applicant the reasonable costs of producing and constructing a copy of an electronic public record for inspection and copying. The uniform public record rules state that production and construction costs will be charged only if they exceed \$180.00. The initial \$180.00 will be a credit and not charged to the applicant. While American Transparency requested that no fees be assessed for the production of the electronic public records because they are a 501(c)(3) company, under both our rules and according to statute, Wyo. Stat. § 16-4-202(d)(i), the Auditor's Office shall charge an applicant. We are not permitted to waive the charge simply because American Transparency is a 501(c)(3) corporation.

In response to your first request, our office estimates that it will take a total of 18 hours for each year of data to retrieve, review, and produce copies of the vendor website cached electronic records. To produce copies of the electronic records, our office must review the electronic records for each year to ensure that no confidential records are disclosed as part of our production of the electronic records. We estimate that each year has approximately 1 million electronic records to review. Accordingly, to comply with your first public records request, we estimate that it will cost a total of \$3,600 (18 hours x 5 years of data x \$40.00/hour for professional staff time).

Next, concerning your second request, our office does not have a "vendor list" or "vendor table" as requested. Contrary to Equality State Taxpayers Association's assumption, a "vendor list" or single "vendor table" does not exist in the WOLFS database system. Vendor records are maintained in multiple

Mailing Address
State Capitol, Suite 114
Cheyenne, WY 82002

Physical Location
2020 Carey Ave, 8th Floor
Cheyenne, WY 82001

Telephone: (307) 777-7831
Fax: (307) 777-6983
E-mail: SAOAdmin@wyo.gov
Website: sao.wyo.gov

relational database tables. To produce and compile such a list, the State Auditor's Office will have to develop a special SQL computer program to extract and retrieve the requested electronic data and public records from approximately 9 million data transactions (1.8 transactions/year x 5 years) from the uniform accounting system database, compile the data, assemble the data into a report, validate that the extract's outcome meets the specification of the query, and then review the retrieved data to scrub all confidential information.

As part of retrieving and extracting these electronic records, we will have to access our electronic records stored in the uniform accounting system database which is hosted and managed offsite through CGI Technologies and Solutions, Inc.'s data center in Arizona. Once the custom SQL query is developed, the query is run against the uniform accounting system operational Oracle database. The current Oracle database size is 1,133,814 MB. The execution of the customized SQL query must be run during times that will not conflict with the normal vendor payment cycles. The estimated time to run the query against the operational database is approximately 32 hours. We will not run the query non-stop (24 hour/day) but run it during normal business hours (approximately 8 hours/day) so the assigned State Auditor's Office technical personnel can monitor the query to make sure there are no operational database errors or disturbances to the normal business operations. The other constraint that prohibits the query from being run non-stop is the fact the WOLFS vendor payment cycles are performed when the WOLFS application is off-line or no back end database queries are being run. For the vendor payments to be properly written to the accounting journals, no other activity is permitted during the payment cycles. The payment cycles write to the same accounting journals and vendor database tables that the SQL query would be reading. Thus, it is industry standard and practice to run the SQL query during normal business hours so as to not cause the payment cycle difficulties. Vendor payments and accounting journal records must be 100% accurate and any potential risk to the payment cycle or accounting records must be mitigated and avoided.

Our office estimates that it will take 40 hours of information technology staff time to write and develop the SQL computer program and to monitor and review the program while it runs through the database retrieving, compiling, and extracting the electronic data due to the large amounts of data the program will be cycling through (at \$30.00/hour of information technology staff time), and 80 hours (at \$40.00/hour for professional staff time) to review the data to ensure confidential records are not included or disclosed. Therefore, to comply with the second public records request, we estimate that it will cost \$4,400.00 (40 hours x \$30.00/hour = \$1,200 + 80 hours x \$40.00/hour = \$3,200 = \$4,400).

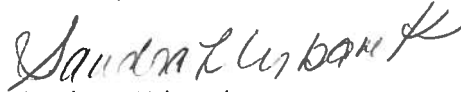
Combined, therefore, the production and construction costs for the requested electronic public records will total \$7,820.00 (\$3,600.00 + \$4,400.00 - \$180.00). Consistent with the Office's uniform public record rules, you must pre-pay the estimated costs before we produce, construct, and provide copies of these electronic public records for inspection. Checks should be made payable to: State of Wyoming, State Auditor's Office. If the State Auditor's Office reaches the limit of payment for this request, we will provide the records available at that time. We will perform an additional cost estimate prior to continuing with the request. Any applicable refunds will be received at the same time as the last of the electronic public records are delivered.

Additionally, you have both requested to be present during the data collection "to verify time incurred by the collection." The State Auditor's Office will not allow you to be present during the data collection or review as this could expose confidential records to disclosure and could cause a confidentiality breach. Further, the public record statutes and the office's uniform public record rules do not require that we allow a requester to be present during the data and record collection or review. During the process,

however, our office will provide statements reflecting the actual itemized time it takes to fulfill your electronic public records request.

Once our office receives payment as specified above, the State Auditor's Office will diligently proceed with this request. However, because the request is very broad and requires our office to review millions of electronic records for multiple years, our office estimates that it could take many months to complete the request. Our office will provide copies of the requested electronic records in batches as they are completed and will transmit them through a pdf via electronic email transmission. Please let us know which email address you would like us to provide the electronic public records to and provide payment of \$7,820.00 if you would like our office to proceed with your electronic public records request.

Sincerely,

A handwritten signature in black ink that reads "Sandra L. Urbanek". The signature is written in a cursive style with a large, stylized initial "S".

Sandra L. Urbanek
Deputy State Auditor

cc: Mr. William Doenz, Equality State Taxpayers Association
Mr. Adam Andrzejewski, American Transparency (Openthebooks.com)
Mr. Drake Hill, Hill Law Firm
Rebecca Zisch, Wyoming Attorney General's Office