



Brown County Auditor  
25 Market St, Ste. 1  
Aberdeen, SD 57401  
(605)626-7110  
Lynn Heupel, Auditor

## Public Records Request Form

(SDCL 1-27)

Request Date: \_\_\_\_\_

**Requester Information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Information Requested:** (Be as specific as possible)

Requestor's Signature: \_\_\_\_\_

Requestor's Printed Name: \_\_\_\_\_

Signature Date: \_\_\_\_\_

**FEES:**

E-mail/Print/Copies in Black & White	\$1.00/page
E-mail/Print/Copies in Color	\$2.00/page
If over an hour of time:	\$25.00/hour + per page copy fee
If have to mail:	Cost of Postage + per page copy fee
Flash drive:	\$5.00 + per page copy fee

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

*Please review back side of form*

**SDCL 1-27-37. Written request for disclosure of records.**

If an informal request is denied in whole or in part by the custodian of a document or record, a written request may be made by the requestor pursuant to this section:

- (1) A written request may be made to the public record officer of the public entity involved. The public record officer shall promptly respond to the written request but in no event later than ten business days from receipt of the request. The public record officer shall respond to the request by:
  - (a) Providing the record in whole or in part to the requestor upon payment of any applicable fees pursuant to §§ 1-27-35 and 1-27-36;
  - (b) Denying the request for the record; or
  - (c) Acknowledging that the public record officer has received the request and providing an estimate of the time reasonably required to further respond thereto.
- (2) Additional time to respond to the written request under subsection (1)(c) of this section may be based upon the need to clarify the nature and scope of the written request, to locate and assemble the information requested, to notify any third persons or government agencies affected by the written request, or to determine whether any of the information requested is not subject to disclosure and whether a denial should be made as to all or part of the written request;
- (3) If a written request is unclear, the public record officer may require the requestor to clarify which records are being sought. If the requestor fails to provide a written response to the public record officer's request for clarification within ten business days, the request shall be deemed withdrawn and no further action by the public records officer is required.
- (4) If the public record officer denies a written request in whole or in part, the denial shall be accompanied by a written statement of the reasons for the denial.
- (5) If the public record officer fails to respond to a written request within ten business days or fails to comply with the estimate provided under subsection (1)(3) of this section without provision of a revised estimate, the request shall be deemed denied.

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Completed date: \_\_\_\_\_

**For Brown County Use Only:**

Fee: _____
Postage: _____
Total Payment Due: _____
Date Paid in Full: _____