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

Public Records Request Form

(CHAPTER 1-27)

A written request for public records may be made to the appropriate department head or elected official.

Requests MUST Be In Writing:
Written Requests shall be submitted by either **PERSONAL DELIVERY,** may deliver a written and signed request to the office of the Brown County Auditor's during normal business hours who will then forward the request to the appropriate department head or elected official OR by **CERTIFIED MAIL**, may submit the written and signed request by U.S. Postal Service via certified mail, return receipt requested addressed to the appropriate department head or elected official.

Required Information:
A formal written request should contain enough information to allow the department head or elected official to identify the requester and identify and locate the records sought. The request should include:

Requestor's Full Legal Name: _____

Mailing Address: _____

Telephone Number: _____

E-mail Address, if available: _____

Date: _____

Information Requested:
Must include the following: A specific description of the records requested; the relevant date range, if applicable; the department, office, program, person, transaction, or subject matter believed to be associated with the records, if know; the preferred method of receiving responsive records, subject to applicable law and the entity's available capabilities and requestor's signature.

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I certify that I am the person identified in this request and that the information provided in this request is true and correct to the best of my knowledge. I understand that this request is being submitted pursuant to SDCL Chapter 1-27 and that the government entity will process the request in accordance with applicable law.

I understand that the entity my contact me if clarification of the records request is necessary.

Requestor's Signature: _____

Requestor's Printed Name: _____

Signature Date: _____

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Fees:

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

Received by: _____ Date: _____

For Brown County Use Only: Please refer to the Public Records Request Policy for processing request.

Approved by: _____ Date: _____

Completed date: _____

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