

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

**BUTTE COUNTY PUBLIC RECORDS REQUEST**  
**SDCL Chapter 1-27****Submit requests for public records to:****Butte County Auditor**  
**117 5<sup>th</sup> Avenue**  
**Belle Fourche, SD 57717****Requestor's Name:** \_\_\_\_\_**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Email Address:** \_\_\_\_\_**Telephone Number:** \_\_\_\_\_**Records Requested: Please be as specific as possible.**\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Inclusive Dates of Requested Records:**\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**You will be contacted for additional questions and if fees are required.****Requestor's Signature:** \_\_\_\_\_**Date of Request:** \_\_\_\_\_***For Butte County Use Only:***

- ☐ Print
- ☐ CD
- ☐ Web
- ☐ Mail
- ☐ Pickup
- ☐ Labor
- ☐ Thumb Drive

Fee: \$ \_\_\_\_\_

Postage: \$ \_\_\_\_\_

Total Payment Due: \$ \_\_\_\_\_

Date Paid in Full: \$ \_\_\_\_\_

**BUTTE COUNTY  
PUBLIC RECORDS REQUEST POLICY**

- The Butte County Auditor's Office will handle all formal public records request held by Butte County with the exception of Register of Deeds Public Records Requests. The Auditors office will coordinate with the office holding requested records.
- Requestors will receive record copies by first class mail unless the requestor has requested delivery of the records by picking them up in person or email.
- All fees, if any, must be paid before record copies are delivered to the requestor, except for non-profit organizations. The Auditor's office will invoice non-profit organizations for any fees.
- Government requestors will not be charged for public records.
- Requestors may find the form for Public Records Requests on the Butte County website or may pick up a form from the Auditor's Office or via email.
- Requestors can email the form to the Auditor's Office or may deliver the request form to the Auditor by first class mail or in person.
- Public records may be inspected for free during business hours.
- Copies of public records will be provided based on the following fee schedule:

<b>Medium Type</b>	<b>Fee</b>
Print black & white, 8.5x11	\$1.00 / page
Print color, 8.5x11	\$2.50 / page
Print large color (plotter)	\$5.00 / square foot
Digital spreadsheet	\$50.00 / up to 500 records
Digital spreadsheet (over 500 records)	\$25.00 / up to additional 500
Digital PDF, PowerPoint, photograph	\$0.50 / page, slide, or image
CD (requestor must provide CD)	\$1.00 / CD
Thumb Drive (requestor must provide unopened drive)	\$1.00 / thumb drive
Labor	Hourly wage of employee pulling data

- There is no charge for copies of meeting minutes or agendas.
- Procedure:
  1. Requestor fills out and delivers the Public Records Request to the Auditor's Office
  2. The Auditor's Office documents the request then contacts the custodian of the requested records, who provides the releasable records to the Auditor's Office.
  3. The Records Custodian determines if the records are eligible for release, with the assistance of the State's Attorney's Office, if necessary.
  4. The Auditor's Office calculates and collects any fees associated with the records released.
  5. The Auditor's Office releases the records to the requestor or provides the requestor with a letter denying release when appropriate.