



# LINCOLN COUNTY PUBLIC RECORDS REQUEST

SDCL ch 1-27

Date of Request: \_\_\_\_\_  
(MM/DD/YYYY)

**RETURN TO:**  
**Lincoln County Auditor**  
**104 N. Main St., Suite 110**  
**Canton SD, 57013-1703**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Records Requested—be as specific as possible:

Inclusive Date of Records Requested:

You will be contacted for additional questions and fees.

Requestor's Name: \_\_\_\_\_  
(Please Print)

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

Date: \_\_\_\_\_  
(MM/DD/YYYY)

**For Lincoln County Office's use only: 1013419**

- Print
- CD
- Web
- Mail
- Pick Up

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

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

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

**Date Paid** (in full): \_\_\_\_\_



# LINCOLN COUNTY PUBLIC RECORDS REQUEST POLICY

- Auditor's Office will handle all Public Record Requests.
- Requestors can pick up the record copies, receive them via mail, or download them from a temporary online file transfer (if digital).
- Requestors must pay postage if they choose to receive the record copies via mail.
- Records will not be emailed to requestors.
- All fees must be paid before the record copies are handed over to the requestor except for non-profit organizations; they will be invoiced by the Auditor's Office.
- Government requestors will not be charged.
- Requestors can find the form for Public Records Requests on <https://www.lincolncountysd.org/> in the Quick Links menu or they can pick one up at the Auditor's Office.
- Requestors can email the form to the [Auditor@lincolncountysd.org](mailto:Auditor@lincolncountysd.org), mail to Auditor's Office (address on form), or deliver to Auditor's Office.
- Public records can be inspected for free during regular business hours.
- Fee structure for public record copies as of **October 16, 2019**:

Medium Type:	Fee:
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)	\$25.00/up to additional 500
Digital PDF, PowerPoint, photograph	\$0.50/page, slide, or image
CD charge	\$1.00/CD

- There is no charge for meeting minutes, agendas, and meeting audio recordings.
- Procedure:
  1. Requestor fills out and sends the Public Record Request to the Auditor's Office
  2. The Auditor's Office documents the request and determines if the record is eligible for release with assistance of the State's Attorney's Office if needed.
  3. The Auditor's Office contacts the stewards of the record requested.
  4. The Auditor's Office calculates and collects the fee associated with the record.
  5. The Auditor's Office releases the record to the requestor.
- South Dakota State Statute pertaining to Public Records and Files can be found in [Chapter 1-27](#).