



**Pennington County Planning Department**  
 Pennington County Administration Bldg • 130 Kansas City St. Ste. 200  
 Rapid City, SD 57701 • Phone: 605.394.2186

**UNOFFICIAL REQUEST FOR RECORDS**

**By way of my signature, I attest that I have read and understand the information contained on the back of this document. Further, I understand that unsigned, incomplete, or unclear requests will not be accepted by Staff.**

DATE RECEIVED STAMP

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_  
PRINT City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_

**DESCRIPTION OF REQUEST**

*Please be specific and provide as much detail as possible, staff will fulfill the request as-written by the applicant.  
 (Attach extra pages if necessary)*

PLEASE PRINT \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please allow at least ten (10) working days for processing.**

**FOR OFFICE USE ONLY**

Received by \_\_\_\_\_ Completed by \_\_\_\_\_ Date \_\_\_\_\_

**FEES**

Research Fee.....\$25.00 per hour.....time \_\_\_\_\_ = \$ \_\_\_\_\_  
 Copy Fee.....\$0.25 (B&W) per.....# of copies \_\_\_\_\_ = \$ \_\_\_\_\_  
 Copy Fee.....\$1.00 (color) per.....# of copies \_\_\_\_\_ = \$ \_\_\_\_\_  
 Digital Fee.....\$10.00 per.....# of items \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL FEES DUE: \$ \_\_\_\_\_**

Date paid \_\_\_\_\_  Check # \_\_\_\_\_  Cash

Date documents provided \_\_\_\_\_ Picked up by \_\_\_\_\_

**STAFF NOTES**

**SOUTH DAKOTA CODIFIED LAW (SDCL) 1-27-1.5 – Certain records not open to inspection and copying.**

Please visit [www.sdlegislature.gov](http://www.sdlegislature.gov) to view SDCL 1-27-1.5 in its entirety.

**SDCL 1-27-35. Informal requests for disclosure of records--Costs of retrieval or reproduction.** Any informal request for disclosure of documents or records shall be made to the custodian of the record. The custodian of the record may then provide the requestor with the document or record upon payment of the actual cost of mailing or transmittal, the actual cost of reproduction, or other fee established by statute or administrative rule. A requestor that makes an informal request requiring the dedication of staff time in excess of one hour may be required to pay the cost of the staff time necessary for the location, assembly, or reproduction of the public record. If any records are required or permitted to be made public upon request and no other rate is prescribed for reproduction or retrieval of such records, the Bureau of Administration shall establish, by rules promulgated pursuant to chapter 1-26, the maximum rate, or the formula for calculating rates, for reproduction and retrieval.

Source: SL 2008, ch 14, § 3.

**SDCL 1-27-36. Estimate of retrieval and reproduction cost--Waiver or reduction of fee.** For any informal request reasonably likely to involve a fee in excess of fifty dollars, the custodian shall provide an estimate of cost to the requestor prior to assembling the documents or records and the requestor shall confirm in writing his or her acceptance of the cost estimate and agreement to pay. The custodian may exercise discretion to waive or reduce any fee required under this section if the waiver or reduction of the fee would be in the public interest.

Source: SL 2008, ch 14, § 4.

**ADMINISTRATIVE RULES OF SOUTH DAKOTA (ARSD) 10:10:01:01. Application.** If any records are required or permitted to be made public upon request and no other rate is prescribed the rates established in this chapter shall apply. Source: 34 SDR 323, effective July 3, 2008. General Authority: SDCL 1-27-35.

Law Implemented: SDCL 1-27-35.

**ARSD 10:10:01:02. Transmittal of records.** For postage, courier, fax, or other method of transmittal, the custodian may charge a rate not to exceed the actual cost of transmittal. If the records are transmitted electronically, other than fax, there shall be no charge for the transmittal. Source: 34 SDR 323, effective July 3, 2008. General Authority: SDCL 1-27-35. Law Implemented: SDCL 1-27-35.

**ARSD 10:10:01:03. Reproduction of records.** For reproduction of a record, the custodian may charge the following fees: (1) \$.25 per page for letter or legal size documents; (2) \$.50 per page for 11" x 17" size document; (3) \$3.00 per page for a page larger than 11" x 17", or the actual cost of reproduction, whichever is larger; (4) For the reproduction of records not stored in either an electronic or a paper format, such as micro-film, the custodian may charge an additional fee not greater than the actual cost of retrieval from that format. Source: 34 SDR 323, effective July 3, 2008. General Authority: SDCL 1-27-35. Law Implemented: SDCL 1-27-35.