



REQUEST FOR PUBLIC RECORDS

**City of Belle Fourche
Finance Office
511 6th Avenue
Belle Fourche, SD 57717**

Our goal is to assure prompt and equitable service to customers requesting access to public records. It is our policy to make public records available for public inspection at reasonable times unless such records are protected from disclosure by law. There are fees associated with requests for copies or requests that require significant resources.

Requester Name:	Date:
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Department or Agency:

Mailing Address:	Email Address:
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Signature:	Phone:
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Detailed description of records requested:
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Approximate Date of Delivery: _____

Fee Schedule: (Does not include sales tax, which is charged at 6.5%)

Standard (Black and white, single sided copy, on white, 8 ½" x 11" or 8 ½" x 14" paper)	\$0.25 per page
Other (various sizes, including photographs, blueprints, and other media)	Actual or reasonable estimated City cost of production
Facsimile transmission of copies	\$1.00 per page
Research, retrieval, and compilation requiring less than 15 minutes of cumulative staff time	No charge
Research, retrieval, and compilation exceeding 15 minutes of cumulative staff time	Actual city cost per staff/per hour (plus document fees)
Information stored or provided electronically	Actual city cost

For Internal Office Use:

Date request completed:	Estimated cost:	\$
Completed by:	Amount prepaid:	\$
If not fulfilled, provide reason(s):	Balance due before release:	\$
	Total Amount Paid	\$

Results:

Files retrieved:

Access granted to systems/media:

Information provided to customer: