**PUBLIC RECORDS REQUEST POLICY**

**POLICY STATEMENT:** The City of Winner complies with statutory requirements for the disclosure and copying of public records and documents that are requested by any person or entity pursuant to SDCL Chapter 1-27.

Requests for public records are to be made to the Finance Officer, who is the custodian of records for the City of Winner. When a request is received, the Finance Officer shall notify the requester that the requested record(s) will be provided upon payment of:

1. The actual cost of mailing or transmittal;
2. The cost of copying or reproduction as set forth below; and
3. If staff time in excess of one hour may be required, the cost of the total amount of staff time necessary to locate, assemble or reproduce the requested record(s), to be billed at the rate of the Finance Officer’s hourly salary. If no more than one hour of staff time is required, there is no charge for staff time.

Copying or reproduction costs will be billed as follows:

1. $.25 per page for letter or legal size documents, one-sided;
2. $.50 per page for 11” x 17” size documents, one-sided;
3. $3.00 per page for a page larger than 11” x 17”, or the actual cost of reproduction, whichever is greater; and
4. For the reproduction of records not stored in either an electronic or a paper format, such as micro-film, such additional fee that is not greater than the actual cost of retrieval and reproduction from that format.

The requested public records will be provided to the requester after payment as been made in full of the fees set forth above.

Adopted: January 4, 2021

Reference: SDCL 1-27-35, ARSD 10:10:01:03