



Charles Mix County

400 Main Street • PO Box 70 • Lake Andes, SD 57356

Phone: (605) 487-6000 • Fax: (605) 487-7221

www.charlesmixcounty.gov

Public Records Request Form

Please complete the following:

Name: _____

Organization: _____

Mailing Address: _____

Phone: _____

Email: _____

Information Requested: _____

Signature: _____

Print Name: _____

Date: _____

For County Use:	Fees	Costs
Email/Print in B&W:	\$1.00/page/parcel	@ _____ pages \$ _____
Email/Print in Color:	\$2.00/page	@ _____ pages \$ _____
Hourly Rate:	\$30.00/hr + per page	@ _____ hours \$ _____
If mailing:	Postage costs + per page	Postage/Flash/Tax \$ _____
Flash Drive:	\$50.00 + per page	Total \$ _____
Received Date: _____ Deposit Date: _____ Account: <u>101-341.14</u>		
Department/Staff: _____ Complete Date: _____		