Resolution No. 2026-11

Request for Public Records Policy

The City of Clear Lake strives to provide its citizens with superior service in all areas of operation. Citizens are encouraged to email, call, or visit City Officials/City Hall to inquire about City business, policy, or operations. Occasionally, citizens may wish to receive additional City records. Chapter 1-27 of South Dakota Codified Law grants the public certain rights to view or receive copies of most of the documents and data created and compiled by government entities, including municipalities.

The City of Clear Lake has enacted policies and procedures to ensure requests for records are fulfilled promptly:

- Current public records for the City of Clear Lake will be filed and maintained at the City Finance Office.
- All public records requests must be made by completing a Request for Public Records Form and returned to the City Finance Office. Verbal requests will not be accepted. Requests must describe the records sought with reasonable particularity.
- Each request shall contain the name, address, and telephone number of the requester.
- The Finance Officer, or his or her designee, will respond to the request within ten business days. The response will:
    - Comply with the request in whole or in part with a reason for the denial;
    - Acknowledge receipt of the request; or
    - Request clarification of which records are being requested or the delivery format.
- Requests must be for documents or data that are in existence at the time of the request and will be provided in the format or media in which the information is stored unless otherwise stated by the City.
- Certain records are exempt for disclosure and may be withheld or redacted. If the request for information is denied, an explanation of the denial will be sent to the requester and will be kept on file for up to three years.
- The City may recover the costs associated with fulfilling a request. Fees for requests could include copy fees; printing fees; mailing fees; facsimile transmission of copies, and staff time for research, retrieval and compilation of requests. If applicable, actual or estimated fees associated with each request will be included in the initial response to each request.
- This resolution will be in effect immediately upon passage.

Dated this 9th day of November, 2026

(SEAL)

City of Clear Lake Mayor – Lisa Lundberg

Attest:

City Finance Officer – Mary Krueger