

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Public Records

NUMBER: Policy 1-6

REVISED:

South Dakota School of Mines and Technology (South Dakota Mines) retains records in accordance with the South Dakota Board of Regents Records Retention and Destruction Schedule and all applicable laws.

Definitions

1. Public Records Officer: the individual responsible for reviewing, tracking, and responding to public records requests and receiving court documents from a process server. At South Dakota Mines, the Public Records Officer is the Chief of Staff, in the Office of the President.
2. Records Custodian: department/division designee responsible for maintaining university records within the specified department/division.

Public Records Requests

Requests for South Dakota Mines public records through the Freedom of Information Act ([5 U.S.C. § 552](#)) and/or [South Dakota Codified Law 1-27](#) shall be directed to the Public Records Officer.

All requests must be submitted in writing. Requests may be mailed or submitted through the Public Records Request form on the university website. Requests sent via email will not automatically be accepted. Due to spam filters and other security software, South Dakota Mines cannot guarantee that an email request has been received by the Public Records Officer.

Following receipt of the request, the Public Records Officer will review the request, contact the appropriate records custodian, and consult legal counsel if necessary. Pursuant to [South Dakota Codified Law 1-27](#), certain records are not open to inspection and copying and the university is not required to construct or create a record that does not exist.

If the request is submitted properly and in accordance with this policy for records maintained by South Dakota Mines, the Public Records Officer will respond to the request and produce the records typically within three business days. Should extenuating circumstances exist, a response and production of records may take up to seven working days following receipt of the request.

Court Document Delivery

Process servers seeking to deliver court documents to South Dakota Mines shall be directed to the Public Records Officer.

Revision History:

BOR Policy/Committee References: [BOR Records Retention and Destruction Schedule](#)