



## **Carlton SWCD Data Request Policy as of February 2016**

### **Data Request**

All data requests must be submitted in writing via US Postal Service. A flat fee of \$50 will be charged to any public data request. The \$50 rate covers the first hour of time to fulfil the request. At the time of the request, a determination will be made as to the time estimated to fulfil the data request. Paper copies of data will incur additional charges at the rate it costs the SWCD to make them.

If the requested data can be compiled in the format requested within the minimum 1 hour, work will begin on fulfilling the request only after the \$50 fee is received.

If the estimate of time to compile the requested data in the format requested exceeds the 1 hour minimum, work will begin on fulfilling the request only after the \$50 fee is received.

Additional time will be billed for requests taking more than the minimum 1 hour at the appropriate staff billing rate. Data will not be turned over until the entire bill has been paid in full.

(Adopted 2/2016)