City of Northfield
Data Request Form

A. TO BE COMPLETED BY REQUESTER (optional for the sole purpose of facilitating access to data)

Requester Name (Last, First, M.):	Phone Number:
Street Address:	Fax Number:
City, State, Zip Code:	Email Address:
Signature:	Date of Request:

Note: According to MS § 13.05, subd. 12, persons are not required to identify themselves, or state a reason for, or justify a request for public data.

Description of the Information Requested:

NOTE: MS § 13.03, subd. 3, authorizes us to charge fees to recover costs to provide copies of data, including costs associated with searching, compiling, copying, mailing, or otherwise transmitting data. Prepayment is required prior to receiving copies of data. We do not charge for inspection of data or for separating not public data from public data. Private Data on Individuals: After you have been shown the data and informed of its meaning, the data need not be disclosed to you for six months thereafter unless a dispute or action is pending or additional data on you has been collected.

B. TO BE COMPLETED BY CITY DEPARTMENT

Department Name:	Handled by:
Information Classified as: ☐ Public ☐ Non-Public ☐ Private ☐ Protected Non-Public ☐ Confidential	Action: ☐ Approved ☐ Approved in Part (Explain below) ☐ Denied (Explain below)

Remarks or basis for denial including statute section:

Copy Charges: ☐ _____ Pages x .25¢ per Black/White Pages = _____ ☐ _____ Pages x. $1.00 per Colored Pages = _____ ☐ Employee Time ($_____ per hour) _____Hours = _____ (only charge if over 100 pages) ☐ Other Charges = _____ ☐ Special Rate: _____ (attach explanation) = _____ **Total Charges:** $_____	Identity Verified for Private Information: ☐ Identification: Driver's License, State Id, Etc. ☐ Comparison with Signature on File ☐ Personal Knowledge ☐ Other: _____

Authorized Signature: _____ Date: _____

If mailed, return form and fees to: City of Northfield, 801 Washington Street, Northfield, MN 55057, fax 507-645-3055

Revised 6/2007