



City Clerk

Room 318  
411 West First Street  
Duluth, Minnesota 55802

# FORM

**CITY OF DULUTH REQUEST FOR INFORMATION FORM  
Minnesota Government Data Practices Act**

**GOVERNMENT DATA PRACTICES ACT CLASSIFICATION WARNING:** The data you supply on this form will be used to process your data request. The information you provide on this form is subject to the Minnesota Government Data Practices Act and is classified as public data. You are not legally required to provide this data, but we may not be able to process your request without it.

**NAME\*:** \_\_\_\_\_

\*You are not required to identify yourself or explain the reason for your data request. However, if you want us to mail/email you copies of data or schedule an appointment to inspect data in-person, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**REQUEST DATE:** \_\_\_\_\_

**Describe the data you are requesting as specifically as possible:**

**I am requesting access to data in the following way (mark one):**

- Inspection** – no charge
- Copies** – 25 cents per page for 100 or fewer paper copies of letter or legal sized paper copies (two-sided is 50 cents a copy). For copies of other data (more than 100 paper copies, photographs, data on a CD or DVD, data stored electronically, etc.) the City charges the actual cost (not to exceed \$25.00 per hour for employee time) after the first one hour of employee time per data request. The first hour of employee time per data request is free of charge.
- Both inspection and copies** - see charges above. You have the right to look at data, free of charge, before deciding to request copies.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Please submit this form via email to the City Clerk's Office, or by mail, or hand delivery to the City Clerk's Office, Room 318, City Hall, 411 West First Street, Duluth, MN 55802.

FOR INTERNAL USE ONLY		
<b>Received on:</b>	<b>By:</b>	<b>Action:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part <input type="checkbox"/> Denied
<b>Remarks or Basis for Denial including Statute:</b>	<b>Photocopying Charges:</b> <input type="checkbox"/> None <input type="checkbox"/> _____ Pages x 25 cents = _____ <input type="checkbox"/> Actual Costs: _____  <b>Itemization of Actual Costs:</b>	