



# CITY OF NOWTHEN

## DATA REQUEST FORM

Anyone has the right to inspect and copy public data and have the data explained. The person making the request is not required to provide their name or a reason for the request. The City may ask you to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

The City may provide the information by mail, fax, or email at the City's discretion. The City is not required to provide information verbally over the phone. The City is not required to provide the information in any specific format, except data will be provided electronically if maintained and requested in that format. Electronic data will be provided in the format or program used by the City. Copies will be supplied as soon as reasonably possible. If the City determines that it is legally unable to provide the requested data, the City will inform the requesting party as soon as possible and provide the specific reasons why the request was denied.

Fees may be charged for copies or electronic transmittal of data according to the City's standard photocopying policy. If significant time is required, the fee may include the cost of preparing and copying or transmitting the data. The fee will not include time needed to separate public from non-public data.

If the requestor is not the data subject, the subject of the data request must authorize the release of private information to the subject's agent or another agency. An "Informed Consent to Release" must be completed by the subject of the data.

After being shown private data on individuals and informed of its meaning, this data need not be disclosed again for six months unless additional information has been collected or an action is pending.

### REQUESTER'S INFORMATION

<b>Name:</b>	<b>Organization:</b>	<b>Phone Number:</b>	<b>Email Address:</b>
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

### I Request:

- Electronic Copies
- Document Inspection at City Office
- Paper Copies Pick-up at City Office
- Paper Copies Mailed to me

**Description of Request:** Be as specific as possible, including name(s), permit address(es), specific date(s), case number(s), etc. Language such as "any and all" and "etc." should be avoided, as this does not specifically state what information is being requested. (USE ADDITIONAL SHEETS IF NECESSARY)

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**Please mail or email your Authorization Form to the City of Nowthen.**

8188 199<sup>th</sup> Ave. NW  
Nowthen, MN 55330  
[info@nowthenmn.net](mailto:info@nowthenmn.net)  
(763)-441-1347

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_