

Data Practices Request Policy for Public Data

Linwood Township Data Request Form – Requesting Public Data

Contact Information (optional)*

Name: _____ Request date: _____

Phone number: _____ Email address: _____

Mailing Address: _____

*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.

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 (2-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 Township charges the actual cost (not to exceed \$40.00 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.

You must submit this form via email to the Town Clerk's Office, by mail or hand delivery to the Town Clerk's Office, 22817 Typo Creek Drive NE, Stacy, MN 55079.