

## Data Request Form

**Submit to: Coon Creek Watershed District, 13632 Van Buren St NE, Ham Lake, MN 55304**

**Telephone: 763-755-0975, Fax: 763-755-0283**

**To be Completed by Requester:**

Requester Name (Last, First, M.):	Phone Number:
Street Address:	Fax Number:
City, State, Zip Code:	Email Address:
Signature:	Date of Request:
<i>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.</i>	
Description of the Information Requested:	

**To be Completed by Coon Creek Watershed District:**

Program Name:	Handled by:
Information Classified as: <input type="checkbox"/> Public <input type="checkbox"/> Non-Public <input type="checkbox"/> Private <input type="checkbox"/> Protected Non-Public <input type="checkbox"/> Confidential	Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part (Explain below) <input type="checkbox"/> Denied (Explain below)
Remarks or basis for denial including statute section:	
<i>Note: MS § 13.03, subd. 3, authorizes us to charge fees to recover costs for providing 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 non- public data from public data.</i>	
Copy Charges: <input type="checkbox"/> _____ Pages x 25¢ per Page (100 pgs or less, ltr,lgl) = _____ <input type="checkbox"/> _____ Pages x 50¢ per Page (double sided, 100 pgs or less, ltr,lgl) = _____ <input type="checkbox"/> Employee Time (\$_____ per hour) X _____ Hours = _____ (only charge if over 100 pages) <input type="checkbox"/> Other Charges = _____ <input type="checkbox"/> Special Rate: _____ (Packet/Other _____) = _____  <b>Total Charges: \$ _____</b>	Identity Verified for Private Information: <input type="checkbox"/> Identification: Driver's License, State Id, Etc. <input type="checkbox"/> Comparison with Signature on File <input type="checkbox"/> Personal Knowledge <input type="checkbox"/> Other: _____  Method of Request: <input type="checkbox"/> In Person <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail <input type="checkbox"/> Other <input type="checkbox"/> Mail
Authorized Signature: _____ Date: _____	