

CITY OF NORTH SAINT PAUL
 INFORMATION DISCLOSURE REQUEST
 Minnesota Government Data Practices Act

To Be Completed by Requester

REQUESTER NAME (Last, First, MI):	DATE:
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:
EMAIL ADDRESS:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional sheets in necessary) Please be specific – include dates if applicable, type of information, subject matter, etc.	

Please sign and date this form and submit to:

Administration Department
 Scott Duddeck, City Manager
 2400 Margaret Street
 North St. Paul, MN 55109
 651-747-2403

City of North St. Paul

PROCEDURE FOR
ACCESS TO ALL CITY DATA
CLASSIFIED AS PUBLIC

Pursuant to M.S. 13.03, subd. 2(a), the City of North St. Paul, upon receiving a completed Information Disclosure Request Form for data, shall respond to said request, and data will be made available in a reasonable amount of time. (Per the League of Minnesota Cities the City of North Saint Paul may take two weeks from receipt of a request to complete an information disclosure request depending on the amount and type of the request).

Written requests may be sent to the responsible authority via email, provided the actual form is completed and attached. No requests for information will be granted without the proper Information Disclosure Request form being completed.

There is no fee for the requestor to view the data; however, there is a nominal fee for copies requested. If a verbal request for data is received, only the data immediately available will be provided. If requested data is not available immediately a written request for data shall be provided.

If the data to be examined is to be sold, and this shall occur on a repeat basis, then a schedule must be established in advance for the access.

PROCEDURE FOR
ACCESS TO ALL CITY DATA
THAT IS NOT PUBLIC

Requests to review or copy non-public data must be in writing. Data will only be made available if the requesting person is entitled to receive or review such data under State Law.

RESPONSIBLE AUTHORITY

Data requests may be directed to:

Administration Department
Scott Duddeck - City Manager
City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109
651-747-2403

This policy and the Information Disclosure Request Form can be found on the City's website: www.northstpaul.org or in person at City Hall.