

The logo for The City of Arlington features a large, stylized letter 'A' on the left. The 'A' is composed of two thick, black strokes. The top stroke starts at the top left, goes diagonally down to the right, and then horizontally across the top. The bottom stroke starts at the bottom left, goes diagonally up to the right, and then horizontally across the bottom. The word 'The City of' is written in a small, black, sans-serif font above the 'A'. The word 'ARLINGTON' is written in a large, bold, black, sans-serif font to the right of the 'A'. Below the logo, the words 'PUBLIC DATA REQUEST' are written in a bold, black, sans-serif font.

The City of ARLINGTON

PUBLIC DATA REQUEST

Overview

The Minnesota Government Data Practices Act ensures that all government data collected, created, received, maintained, or disseminated by government agencies in Minnesota is public unless otherwise classified by law.

The Minnesota Government Data Practices Act establishes the following rights and responsibilities for access to government data:

1. Records containing government data must be easily accessible for convenient use, and agencies must receive and comply with requests for the data in an appropriate and prompt manner.
2. Persons have the right to inspect public government data at reasonable times and places at no cost.
3. Persons have the right to get copies of public government data upon request, although they may be charged for the actual cost of copying the data.
4. Persons have the right to be informed of the meaning of public data. If you have any questions about the meaning of public data that we keep, please contact the City Administrator at 507-964-2378 and ask for an explanation.
5. If the data sought is classified in a way that prevents one from seeing it, one has the right to be informed of that fact and told the statute or law that classifies the data.
6. If we do not have the data you are requesting, we will inform you immediately. We are not required to collect or create data in order to respond to a request.
7. If we have the data requested, but do not keep the data in the format you request, we may not be able to give you the data in the requested format. If we cannot put the requested data in the format you want, you may have the data in original format to convert yourself. If we are able to reformat the requested data, we will provide you with a timeline and cost to complete the reformatting, at which point you can determine if you wish to continue with reformatting.

Requestor Information

First Name: _____

Last Name: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Instructions

Please specify the information you are requesting, the approximate dates of the records, and the format you would prefer to receive for the requested data (see chart example). Attach additional sheets if needed.

Please note the fee schedule for various format options and shipping, if required. In person review has no associated costs, and we will contact you to schedule an appointment. If you request physical copies, we will contact you when the documents are available to be picked up or shipped.

The cost of employee time to search for data, retrieve data, and convert to your requested format is \$25.00 per hour. If it is necessary for a higher-paid employee to search for and retrieve the requested data, we will calculate the hourly cost at the higher salary/wage. These charges are in addition to the costs for materials as listed below.

Paper Copies	B&W: 15¢/page	Color: 25¢/page
Electronic File Creation (PDF) & Email Delivery	\$1.00/document	
Other Formats	Please contact the office for more information.	
Shipping via USPS	Please contact the office for more information.	

Contact Us

204 Shamrock Drive, Arlington, MN 55307

Web: www.arlingtonmn.com • Email: cityhall@arlingtonmn.com • Phone: 507-964-2378 • Fax: 507-964-5973

Description of Data Requested

Description	Date	Format
<i>Example: specific correspondence, reports, council or committee meeting procedures, minutes, permits, etc.</i>	MM/YY	PDF, paper copies, or in person review

☐ Check if additional pages attached
 # of pages _____

In making this request, I understand that:

- The City of Arlington is under no obligation to create a document that does not already exist, or to comply with a standing request for information.
- Items expressly confidential under law will not be disclosed.
- The City of Arlington will provide the requested data as expediently as possible. If the information is time sensitive, please contact the City Office and we will make every effort to accommodate your request.

Pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13, I hereby request the aforementioned information currently existing within the records of the City of Arlington.

Date of Request: _____

 Signature of Requestor

Please return to the City Office via mail, hand delivery, fax, or email. See bottom of page for contact details.

Contact Us

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