



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340

763-420-2288

E-mail - dkjohnson@corcoranmn.gov / Web Site - www.corcoranmn.gov

PROCEDURE FOR ACCESS TO PUBLIC DATA WITHIN THE CITY OF CORCORAN

1. All requests for government data shall be made in writing to the responsible authority, or designee, on a form provided by the City.
2. If the responsible authority determines the data request is public, the data will be provided to the requesting party as soon as reasonably possible. (For example, City Council minutes could be made available immediately assuming staff was not otherwise occupied).
3. The responsible authority, or designee, shall consult with the City Attorney if there is any question or doubt about the public nature of the data requested.
4. If the requesting party is seeking to review public information, the responsible authority, or designee, will within a reasonable time following the request, obtain the requested information and permit its review. If requested, the responsible authority, or designee, will interpret the information.
5. If the responsible authority determines the requested data is classified so as to deny the requesting person access, the responsible authority, or designee, shall inform the requesting party as soon as possible thereafter of that determination with citation to the authority rendering the data non-accessible.
6. If copies of public data are requested, the responsible authority, or designee, shall charge the person a fee for providing copies as defined in Minnesota Statutes. Section 13.03
7. This procedure is intended to comply with the Government Data Practice Act (Section 13.03) and any inconsistencies with this procedure and the Act, shall be resolved in favor of the Government Data Practice Act.

Adopted: December 13, 2001

Revised: February 9, 2006



CITY OF CORCORAN
INFORMATION DISCLOSURE REQUEST
Minnesota Government Data Practices Act

Requester Name		Date Requested
Address	City	State/ZIP
Daytime Phone	Email Address	

Description of the information requested. Please be specific. (Attach additional sheets if necessary)

COMPLETE THE FOLLOWING SECTION ONLY IF REQUESTING AN ASSESSMENT SEARCH

(If more than one property, please attach additional sheet)

PID#	Property Address
Legal Description	Owner

Requester's Signature

THIS SECTION COMPLETED BY DEPARTMENT

Handled By:	Dept.
INFORMATION CLASSIFIED AS: ☐ Public☐ Non-Public☐ Private☐ Confidential☐ Protected Non- Public ☐ Approved☐ Approved in Part (explain below)☐ Denied (explain below)	
CHARGES DUE: ☐ None ☐ Assessment Fee \$25 (non-refundable) ☐ Photo Copies \$ _____ ☐ Other (explain below)	
<i>* Photo copies (per page): up to 8 ½ x 14 – black/white \$0.25, color \$1.00 up to 11 x 17 – black/white \$0.55, color \$1.50</i> <i>* Digital copies on USB Drive \$10.00 (for large files)</i> <i>* Data Request Retrieval Cost per hour: Salary of lowest-paid entity employee who can complete the task.</i>	

IDENTITY VERIFIED FOR PRIVATE INFORMATION

☐ Driver License, State ID, etc.☐ Comparison with signature above☐ Personal knowledge☐ Other	
Authorized Signature _____	Date _____