

City of St. Paul Park DATA REQUEST FORM--Members of the Public

Contact Information (optional)

You do not have to provide contact information; however, depending on how you want us to process your request we may need some information about you. If you choose not to give us any identifying information, you will need to call City Hall at (651) 459-9785 to check on the status of your request. Keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request. Information contained on this form is considered PUBLIC.

Requester Name Date of Request

Street address Phone Number

City, State, Zip Code Email

Inspection (Free) Copies Both inspection and copies

Description of the data you are requesting as specifically as possible.

Call me Mail copy* Email copy*

**Pre-payment required prior to receiving copies*

Completed by Department

Department Name: Handled by:

Information classified as:

- Public
- Private
- Confidential
- Non-Public
- Protected Non-Public

Action:

- Approved
- Approved In Part-Explain
- Denied

Remarks or basis for denial including statute section:

Photocopying charges:

- 100 pages or fewer (____ pages x 25¢ = _____)
- Over 100 pages (Estimate \$ _____) date _____

Actual cost \$ _____