



# Public Information Request Form

This form is available at all Clearwater County offices and online at [www.clearwatercountymn.gov](http://www.clearwatercountymn.gov) and may be printed, completed and faxed to 218.694.6244 or mailed to 213 Main Avenue North, Department 202, Bagley, MN 56621.

Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 City/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**DESCRIPTION OF DATA REQUESTED:** Pursuant to the Minnesota Data Practices Act, Minnesota Statutes Chapter 13, I hereby request the following information currently existing in the records of the County of Clearwater, Minnesota. Please specify the information you are requesting e.g. specific correspondence, reports, Board meeting proceedings or other documents, along with the approximate dates of these records. Please also indicate the format desired for the information you are requesting.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- COPY** - I wish a copy of the requested information. I understand I must pay .25 per page for standard size paper copies. There will be an additional fee as outlined in the Clearwater County Fee Schedule for information copied onto non-standard size paper or other media, e.g., electronic files or computer disks, will require additional charges as outlined in the Clearwater County Fee Schedule.
- PICK UP** – I will pick up the requested information. Please call me at the phone number listed above when the documents are ready.
- MAIL** – Please call and inform me of all costs (e.g., copies, postage, shipping, etc.) and mail the information to me at the address listed above once you’ve received my full payment.
- NO COPIES/IN-PERSON REVIEW** – I do not want copies, but wish to inspect the originals of the requested information. Please call me at the number listed above to schedule a time when records will be available for viewing.

In making this request, I understand that:

- Clearwater County 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. (Refer to the Minnesota Data Practices Act, Minnesota Statutes Chapter 13 for more information.)
- Clearwater County will provide the requested information as expediently as possible. Depending on the type of information requested, it may take up to five (5) business days. If the requested information is time sensitive, please indicate that above and Clearwater County will make every effort to comply.

\_\_\_\_\_  
 Signature of Requestor

FOR COUNTY USE ONLY		
Date Received: _____	Received by (employee): _____	Fee Received: _____
Action taken by County in obtaining information: _____		
Date information released: _____	Employee releasing information: _____	