



City of
Champlin

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cl.champln.mn.us

REQUEST FOR GENERAL INFORMATION

(Note: If requesting Police records request alternative form)

Date Received: _____ Received By: _____

Date Forwarded: _____ Forwarded To: _____

Date Responded: _____ Response By: _____

Requested Information

Requested information or documents may be reviewed in person at City Hall for no charge. If the information or documents cannot reasonably be made immediately available for viewing, you may make an appointment to review when it is available. If you wish someone to be contacted when it is available please enter contact information below. The requested information will be made available as soon as reasonably possible.

Document title or description (attach additional sheets if needed):

Copies

If you want copies (including electronic data), you may be required to pay the actual costs of searching for and retrieving data, including the cost of employee time, and for making, certifying, compiling, copying, and/or electronically transmitting the data. (An individual may not be charged for costs related to separating public from not public data.) See Chapter 22 Fees of the City Code.

Copy Format Requested (Not all data is available in all formats)

Circle One

Photocopy CD DVD Other: _____

Contact Information (Optional)

The City may not require the identity of a Requestor of Public Data, but may ask Requestor to confirm that he or she is not the subject of the requested information. If you wish the City to notify someone when the information is available for review or that copies have been made, or if the City needs clarification of the request, it will need contact information.

Name:

Contact Phone:

E-mail Address:

Mail to Address:

Notes: