

City of Crosby

2 Second Street SW
Crosby, Minnesota 56441

Data Request Form

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Inspection & Copies Digital (Flash Drive)

City Council of the City of Crosby, County of Crow Wing, State of Minnesota hereby approves a charge of \$.25 per page (black and white, letter or legal sized paper copy) for document requests totaling 100 or fewer pages. Requests for more than 100 pages or electronic transmittal of data will be charged the actual cost of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of data, etc. Any audio/video that is requested will be put on a new 2 GB flash drive provided by the City of Crosby at a cost of \$25 per request. Personal flash drives or reuse of a flash drive is not accepted.

Adopted by City Council June 24, 2013 by way of Resolution #2013-14-0624.

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

We will respond to your request as soon as reasonably possible.

Contact information:	
Date:	Subject name:
Address:	
Phone Number:	Email Address:
Staff Verification:	

Policy required by Minnesota Statutes, Section 13.025, Subdivision 3

****Payment is required prior to release of data requested****

Note: There is no charge for in person inspection.