



REQUESTING ACCESS TO PUBLIC DATA

To request government data held by the City of Sturgeon Lake, you must contact the City Clerk.

The Government Data Practices Act ([Minnesota Statutes, Chapter 13](#)) presumes that all government data are public unless a state or federal law says the data are not public.

The Government Data Practices Act also provides that the City must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How We Respond to a Data Request

Prior to fulfilling a request, we may contact the requestor for the following reasons:

- to ask for clarification or additional information to help us fulfill the request
- to indicate that the request may involve a charge or require pre-payment
- to discuss scheduling partial or rolling productions of data

In order to complete a request, we will do one of the following:

- If we do not have the data, we will notify you as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail them to you. If you want us to send you the copies, you will need to provide us with an address.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data. In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

Name of Requestor: _____

Date: _____

Documents requesting: _____

Phone number: (____) ____ - _____

Mailing Address, City, State, Zip Code: _____

Return this form by mail or the dropbox at the front of City Hall