

**CITY OF SHERBURN, MINNESOTA  
INFORMATION REQUEST FORM**

This form is available at Sherburn City Hall and may be completed and faxed to (507)764.4491 or mailed to 21 East 2<sup>nd</sup> Street, P.O. Box 667, Sherburn, MN 56171. If the request is for data, or to review data, refer to the City's data practices policy. Otherwise the City Council prescribes this form for the efficient use of City resources, and to ensure that the City responds in a timely manner.

Requestor \_\_\_\_\_ Date of Request \_\_\_\_\_

Street Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City/Zip Code \_\_\_\_\_ Fax Number \_\_\_\_\_

**Description of Information Requested**

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In making this request, I understand that:

- The City of Sherburn 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)
- Sherburn will provide the requested information as expediently as possible. If the requested information is time sensitive, please indicate that above and the City of Sherburn will make every effort to comply.
- The Administrator shall estimate the cost to prepare a response to such request within two days of receiving the written request, and shall require that the requestor escrow one and one half times the amount of the estimate with the City prior to the City researching and responding to the requestor.
- Once the request is made and the escrow is in place, any time and materials used by staff will be fully reimbursed by the requestor using the escrow, even if the request is cancelled in writing. The City shall respond promptly to the request once the form is filled out and the escrow is received.

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

FOR CITY USE ONLY

Date Received \_\_\_\_\_ Received by (employee): \_\_\_\_\_

Action taken by City in obtaining information: \_\_\_\_\_

Date information released: \_\_\_\_\_

Employee releasing information: \_\_\_\_\_ Escrow Amount: \_\_\_\_\_