

City of Wood Lake

88 2nd Ave. W. | P.O. Box 115
Wood Lake, MN 56297
Phone: 507-485-3476
Email: woodlake@redred.com
www.woodlakemn.com

Data Request Form – Requesting Public Data

Request date:

The data I am requesting:

(Describe the data you are requesting as specifically as possible.)

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

Note: Inspection is free, as long as it is during normal business hours, but the City of Wood Lake charges for data requests – e.g., we charge for copies when the request is 10 pages or more of black and white, letter or legal size paper copies. Cost is 25¢/each for a one-sided copy, or 50¢/each for a two-sided copy. We also have the right to charge for resources used and employee time when completing data requests. In determining the actual cost of making copies, completing data requests, we will include employee time, the cost of the materials onto which we are copying and/or converting the data and mailing costs (if any).

Contact information (optional)*

Name:

phone number:

email address:

address:

Please submit the completed Data Request Form to woodlake@redred.com

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

Policy and procedures required by Minnesota Statutes, sections 13.025 and 13.03 (2023)

This institution is an equal opportunity provider and employer.