



CITY OF ROSEAU
Phone: 218-463-1542

121 Center Street E, Suite 202; Roseau, MN 56751
FAX: 218-463-1252

PUBLIC INFORMATION REQUEST FORM

This form is available at the Roseau City Clerk’s Office and online at www.city.roseau.mn.us and may be printed, completed and faxed to (218) 463-1252 – Attn: Roseau City Clerk; or mailed/delivered to the Roseau City Clerk’s Office at P.O. Box 307; Roseau, MN 56751. **Per City Council action on April 1, 2024, the city will no longer accept unsolicited data requests via e-mail due to cybersecurity risks. All unsolicited data requests with attachments submitted via e-mail will be deleted without viewing.**

Requestor _____ Date of Request _____

Street Address _____ Phone Number _____

City/Zip Code _____ Fax Number _____

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

Pursuant to the Minnesota Data Practices Act, Minnesota Statutes Chapter 13, I hereby request the following information currently existing in the records of the City of Roseau, Roseau, Minnesota. (Please be specific as to exactly what information you are requesting; such as specific correspondence, reports, council minutes or other document along with the approximate dates of these records (if known). If you need more space, please use the back of this form:

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

(OVER)



Note: inspection is free, but any generation of data copies or other reproduction of original documents to fulfill a request is subject to charge according to the City of Roseau Fee Schedule, and payment must be made for any copies produced prior to inspection.

In making this request I understand:

- That the City of Roseau is under no obligation to create a document to satisfy my request 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)
- That the City of Roseau will contact me in the manner indicated above regarding my request within approximately ten (10) business days

FOR CITY USE ONLY

Date received: _____ Received by (employee): _____

Action taken by City in obtaining information: _____

Date Released: _____ Employee releasing info: _____

Fee Received: \$ _____
