

Exhibit 2
Data Request Form
 City of Brownton
 335 3rd Street South
 PO Box 238
 Brownton, MN 55312-0238
 (320)328-5318

A. To be Completed by Requester

| | |
|---|------------------|
| Requester Name (Last, First, M.): | Phone Number: |
| Street Address: | Fax Number: |
| City, State, Zip Code: | Email Address: |
| Signature: | Date of Request: |
| <i>Note: According to MS § 13.05, subd. 12, persons are not required to identify themselves, or state a reason for, or justify a request for public data.</i> | |
| Description of the Information Requested: | |
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| | |

B. To be Completed by City Department

| | |
|--|---|
| Department Name: | Handled by: |
| Information Classified as: <input type="checkbox"/> Public <input type="checkbox"/> Non-Public <input type="checkbox"/> Private <input type="checkbox"/> Protected Non-Public <input type="checkbox"/> Confidential | Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part (Explain below) <input type="checkbox"/> Denied (Explain below) |
| Remarks or basis for denial including statute section: | |
| | |
| <i>Note: According to MS § 13.03, subd. 3, authorizes us to charge fees to recover costs to provide copies of data, including costs associated with searching, compiling, copying, mailing, or otherwise transmitting data. Prepayment is required prior to receiving copies of data. We do not charge for inspection of data or for separating not public data from public data.</i> | |
| Copy Charges: <input type="checkbox"/> None (10 pages or less) <input type="checkbox"/> _____ Pages x .20¢ per Black/White Pages = _____ <input type="checkbox"/> <u>NA</u> Pages x .25¢ per Colored Pages = <u>NA</u> <input type="checkbox"/> Employee Time (\$15.00 per hour) _____ Hours = _____ (only charge if over 100 pages) <input type="checkbox"/> Other Charges = _____ <input type="checkbox"/> Special Rate: _____ (attach explanation) = _____ <p style="text-align: right;">Total Charges: \$ _____</p> | Identity Verified for Private Information: <input type="checkbox"/> Identification: Driver's License, State Id, Etc. <input type="checkbox"/> Comparison with Signature on File <input type="checkbox"/> Personal Knowledge <input type="checkbox"/> Other: _____ |
| Authorized Signature: _____ Date: _____ | |

Exhibit 3
Photocopying Charges

The following rates shall apply for requests of standard materials:

STANDARD CHARGES

| | |
|----------------------------|-------------------------------------|
| Photo Copies | \$.25/page |
| Documentation Research | \$15.00 per hour after first ½ hour |
| Reproduction of Videotapes | \$10.00 per tape |
| Download to Disc | \$10.00 per disc |

MN Statute 13.03 Subd. 3. Request for access to data.

(a) Upon request to a responsible authority or designee, a person shall be permitted to inspect and copy public government data at reasonable times and places, and, upon request, shall be informed of the data's meaning. If a person requests access for the purpose of inspection, the responsible authority may not assess a charge or require the requesting person to pay a fee to inspect data.

(b) For purposes of this section, "inspection" includes but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the government entity, unless printing a copy is the only method to provide for inspection of the data.

(c) The responsible authority or designee shall provide copies of public data upon request. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making copies, certifying, compiling, and electronically transmitting the copies of the data, but may not charge for separating public from nonpublic data. If the responsible authority is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.