



# Public Data Information Request Form

This form is available at the Nobles County Government Center and online at:  
[www.co.nobles.mn.us](http://www.co.nobles.mn.us)

and may be printed, completed, and emailed to:  
[administration@co.nobles.mn.us](mailto:administration@co.nobles.mn.us)

or mailed via the postal service to:  
Administration Office  
315 Tenth St., P.O. Box 757  
Worthington, MN 56187

Date of Request: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Description of Data Requested

Pursuant to the Minnesota Data Practice Act, Minnesota Statutes Chapter 13, I hereby request the following information currently existing in the records of Nobles County, Minnesota. Please specify the information you are requesting (e.g.: specific correspondence, reports, board meeting proceedings or other documents) along with the approximate dates of these records.

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Place a (✓) next to the best option that suits your needs.

**COPY**

I would like a copy of the requested information. I understand that I must pay the appropriate fees as stated below.

**TYPE OF COPY**

- Paper Copies  
 Electronic Copies scanned and saved to a CD or emailed

**Delivery Method**

- PICK UP** I will pick up the information requested. Please contact me at the phone number listed above when documents are ready.
- MAIL** Please mail the information to me at the address listed above.
- EMAIL** Please email the information at the email address listed above.

Fee schedules for the above requested 'COPY' are included at the end of this documents

**IN-PERSON REVIEW**

I do not want copies but I wish to inspect the originals of the requested information. Please call me at the telephone number listed above to schedule a time when records will be available for viewing.

**There is no charge for an in-person inspection of documents.**

In making this request, I understand that:

- Nobles County is under no obligation to create a document that does not already exist.
- Items expressly confidential under law will not be disclosed (refer to the Minnesota Data Practices Act, Minnesota Statutes Chapter 13 for more information).
- Nobles County will provide the requested information as expediently as possible. Depending upon the type of information requested it may take an extended time to process. If the requested information is time sensitive, please indicate that above and the Nobles County will make every effort to comply.

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

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Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

## **FEE SCHEDULE FOR DATA REQUESTS**

### **Fees for Data Requests**

The Nobles County charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, Section 13.03, Subdivision 3(c). You must pay for the copies or scans before we will make them and release them to you.

100 or fewer pages of black and white, letter or legal size paper copies cost 25 cents per page, more than 100 pages it will be the actual cost, including staff time.

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of materials onto which we are copying materials (paper, flash drive, CD, DVD, etc.), and mailing costs (if any).

If your request is for copies of data that we cannot reproduce ourselves, such as photographs, plans or maps, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies is subject to change based on the employees wage from the department the information is requested from.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.