



**REQUEST FOR DATA
MINNESOTA DATA PRACTICES ACT (MINNESOTA STATUTES, CHAPTER 13)**

Under the Minnesota Data Practices Act (MDPA), any person, on request, may inspect and may obtain copies of documents or data within the possession of the Red River Watershed Management Board (RRWMB), except for materials classified as private or confidential under the MDPA. A request must be in writing. The use of this form to submit your request will foster clear communication between you and the RRWMB and allow for us to make the requested materials available to you more quickly. Please review the RRWMB's "Policies and Procedures for Public Access to Documents," at the following website for details on how the RRWMB will process your request, and the cost to you associated with your obtaining copies of documents or data:

https://www.rrwmb.org/Governing_Documents/Gov%20Docs%20New/Records%20Mgmt%20and%20Retention%20Policy.pdf

You may complete and submit this form through the RRWMB website (www.rrwmb.org). If you choose to submit your request by mail, please address it as follows:

Data Practices Compliance Official
Red River Watershed Management Board
11 Fifth Avenue East
Ada, MN 56510

PLEASE COMPLETE THE FOLLOWING:¹

Name: _____

Organization: _____

Address: _____

Phone Number: _____

Email Address: _____

¹ You are not required to identify yourself in order to inspect or receive copies of documents or data (Minn. Stat. §13.05, subd. 12). However, the RRWMB will require identification or other information as needed for the following purposes: (a) if you request private (personal) data, to confirm that you are a person entitled to see the data; (b) to be able to communicate with you as needed to process and respond to your request; and (c) to receive and verify any payment due.

Are you requesting private data about yourself? Yes ___ No ___ Don't Know ___

Are you requesting only to receive copies of materials, or would you like to inspect requested materials at the RRWMB office? (Note that there is no cost for inspection, but that a request for copies may require that you reimburse RRWMB for its cost.)

Copies Only ___ Inspect ___

Please describe below the documents or data you are requesting, as specifically as you are able. The more detailed the description and the narrower your request, the more quickly the RRWMB will be able to make the requested materials available to you, and the less likely that you will be charged for costs related to materials in which you are not interested.

Materials are requested for the following period of time:

From _____ to _____. Not Applicable___

Before copies are made, I would like to be advised of (check if applicable):

The approximate number of pages responsive to my request ___

The likely cost of the RRWMB response ___

Signature (not required)

Date:_____

The RRWMB will notify you that it has received your request. In processing the request, we may contact you with any questions we may have and to make arrangements for your inspection or copies. In accordance with the MDPA and our adopted policies, we also may require a payment deposit in advance, particularly if your request is broad.