

GRAND LAKE TOWNSHIP

St. Louis County, Minnesota

INFORMATION REQUEST FORM

Persons requesting photocopies of public information from the Town must complete this form, return it to the Town Clerk [at PO Box 1023 Twig, MN 55791 or grandlakeclerk@hotmail.com], and pay the applicable fees as indicated below.

Date of Request: _____

Requester's Name: _____

Requester's Address: _____

Requester's Phone Number: _____ Email: _____

Signature: _____

Description of the Information Requested: _____

Town Use Only

Date Received: _____

Date Reviewed by Board: _____

The request is: [] Approved, [] Approved in Part, or [] Denied.

Reason(s) for a partially approval or a denial: _____

Fees applicable to the request:

Cost

Labor _____ x \$18.00 \$ _____
 # Hours Hourly Rate

Photocopying \$0.20 x _____ \$ _____
 Per Page Pages

Mailing _____ \$ _____

Other Costs _____ \$ _____

_____ \$ _____ **Totals: \$ _____**

*If the total estimated cost exceeds \$50, the requestor must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the time the copies made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount before receiving the copies.