



City of Lake Crystal

100 E Robinson – PO Box 86
Lake Crystal, MN 56055
Phone: 507-726-2538 Fax: 507-726-2265

Public Information Request Form

This form is at Lake Crystal City Hall and online at lakecrystalmn.org/formspermits and may be printed, completed, and emailed to cityadmin@lakecrystalmn.org or mailed to 100 E. Robinson St., Lake Crystal MN 56055.

Requestor Name: _____ Date of Request: _____

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 the City of Lake Crystal, 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. Please also indicate the format desired for the information you are requesting.

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 in the fee schedule.

- Paper Copies
- Copies scanned and emailed

Delivery Method

PICK UP. I will pick up the information requested. Please contact me at the phone number listed above when the documents are ready.

MAIL. Please mail the information to me at the address listed above. (You will be notified of copy cost & postage).

EMAIL. Please email the information to the email address listed above. (Payment must be included with this form).

NO COPIES/IN PERSON REVIEW. I do not want copies, but I wish to inspect the originals of the requested information. Please call me on the telephone number listed above to schedule a time when records will be available for viewing.

In making this request, I understand that:

- The City of Lake Crystal 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).
- The City of Lake Crystal will provide the requested information as expediently as possible. Depending upon the type of information requested, it may take up to (5) business days or more. If the requested information is time sensitive, please indicate that above and the City of Lake Crystal will make every effort to comply.

Signature of Requestor: _____

Date: _____