



PUBLIC RECORDS REQUEST FORM

The Public Records law ((Minn. Stat. § 13.05, subd. 12) states unless authorized by statute, a government entity may not require an individual to identify herself or himself or to explain why public data are being requested (except for the sole purpose of facilitating data access). Note that under the Public Records Law requesters are not required to make a written request or reveal their identity. If you want to make a verbal request, please call 507-635-5176.

Date of request: _____

Time of request: _____

Contact Information (Optional):

Printed Name _____

Address: _____

Telephone: _____

Please list as specifically as possible the Public Records requested: (Attach additional pages if necessary)

Public Records to be inspected at the City of Mantorville:

Public Records to be copied from the City of Mantorville:

For City of Mantorville Use Only

Date Request Received: _____ Initials of Receiving Clerk: _____

Date of Delivery of Copied Records: _____ \$15.00 per hour *Minimum one hour per request

Number of pages Copied: _____ at _____

Open Records/Public Information Request: _____ per copy - Total: _____

Total Charges for Requested Information: _____ Amount Paid: _____

Date Paid: _____

Signature of Responsible Authority: _____

Gretchen Lohrbach - City Clerk/Treasurer
City of Mantorville
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