

CITY OF BIRCHWOOD
VILLAGE

PROCEDURE FOR
ACCESS TO ALL CITY DATA
CLASSIFIED AS PUBLIC

Pursuant to M.S. 13.03, subd. 2(a), the City of Birchwood Village, upon receiving a completed Information Disclosure Request Form for data, shall respond to said request, and data will be made available in a reasonable amount of time. (Per the League of Minnesota Cities, the City Clerk “has some discretion, based on the scope or the request and the time it will take to respond”).

Written requests may be sent to the responsible authority via email, provided the actual form is completed and attached. No requests for information will be granted without the proper Information Disclosure Request form being completed.

There is no fee for the requestor to view the data; however, there is a nominal fee for copies requested. If a verbal request for data is received, only the data immediately available will be provided. If requested data is not available immediately a written request for data shall be provided.

If the data to be examined is to be sold, and this shall occur on a repeat basis, then a schedule must be established in advance for the access.

PROCEDURE FOR
ACCESS TO ALL CITY DATA
THAT IS NOT PUBLIC

Requests to review or copy non-public data must be in writing. Data will only be made available if the requesting person is entitled to receive or review such data under State Law. (Per the League of Minnesota Cities, “when the request comes from the data subject, [the City Clerk] must respond within 10 business days.”)

RESPONSIBLE AUTHORITY
Data requests may be directed to:

City Clerk
207 Birchwood Avenue
Birchwood, MN 55110
(Office) 651-426-3403
info@cityofbirchwood.com

This policy and the Information Disclosure Request Form can be requested from City Hall.