

**TOWN OF PEQUAYWAN
ST. LOUIS COUNTY, MINNESOTA**

Minnesota Association of Townships
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RESOLUTION # 2019 - 005

Appendix B

**PEQUAYWAN TOWNSHIP
INFORMATION REQUEST FORM**

Persons requesting photocopies of public information from the Town must complete this form, return it to the town clerk, and pay the applicable fees as indicated below.

Requester's Name: _____ Date of Request _____

Requester's Address: _____

Requester's Phone Number: _____ Signature _____

Description of the Information Requested: _____

Town Use Only

The request is: Approved, Approved in Part, or Denied. Reason(s) for a partially approval or a denial: _____.

Fees applicable to the request:

	Estimated Cost	Actual Cost
Labor _____ x \$ <u>26.00</u> # Hours Hourly Rate	_____	_____
Photocopying _____ x <u>26.00</u> Rate Hourly Rate	_____	_____
Mailing <u>cost</u> _____	_____	_____
Other Costs _____	_____	_____

Totals: _____ *

Difference: _____ To be paid by requestor.

To be refunded by Town.

*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.

Charles Kueft
CHARLES KUEFT
Supervisor

4/19/19

Lita Wallace
Lita Wallace
Town Clerk