

**Arrowhead Regional Development Commission (ARDC)**

*Data Practices Request Form*

ARDC is subject to and complies with the Minnesota Government Data Practices Act.

Please Note: If you are seeking public information, we cannot require you to give us your name or address. If you are the subject of the data and are seeking private data about yourself, we can require that you provide us with sufficient identifying information and documentation, which clearly shows that you are the person entitled to the data. If you do not, the data cannot be released to you.

Section 1 -6 to be completed by REQUESTER - please print clearly

Mail completed form to: Data Practices Responsible Authority

ARDC

221 West First Street

Duluth, MN 55802

**1. Requester's Name (last name, first name, middle initial)**

**2. Date of Request**

**3. Phone Number**

**4. Address**

**5. Description of information requested:**

**6. Requester's signature (only if needed to provide identity)**

**Date:**

**Additional Comments**

Note: You may be charged a fee for the costs of making copies and/or compiling the information requested.

**7. Name of person responding to request:**

**8. The information requested is classified as:**

Public \_\_\_\_\_ Nonpublic\* \_\_\_\_\_  
Private\* \_\_\_\_\_ Protected Nonpublic\* \_\_\_\_\_  
Confidential\* \_\_\_\_\_  
\*Explain in #10

**9. Request is:**

Approved \_\_\_\_\_ Approved in Part \_\_\_\_\_  
Denied \_\_\_\_\_

**10. Remarks/Comments** (if denied or partly denied)

Attach Copy of letter to requester with cites statutory or legal authority. Also enter any other remarks or comments that are appropriate.

**11. Fees assessed** (please break down fees specifically)

Total Amount Due: \$ \_\_\_\_\_  
Amount Paid \$ \_\_\_\_\_  
Date Received \$ \_\_\_\_\_  
Received By: \_\_\_\_\_

**12. Signature, title and phone number of ARDC representative completing sections 7 -12**

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date form completed: \_\_\_\_\_  
Date Information  
provided or mailed: \_\_\_\_\_