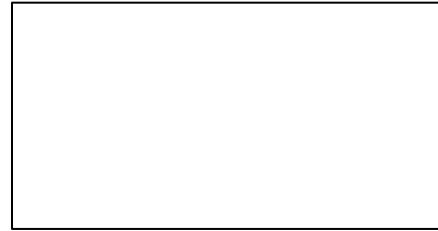


DATA REQUEST FORM

M.S. Chapter 13
 North St. Louis Soil & Water
 Conservation District (SWCD)
 307 1st Street South, Suite 114
 Virginia, MN 55792-5601
 9504. Fax 218-742-9515



| | |
|--|---|
| Data Requested By: | Date Requested |
| Name: | |
| Company: | |
| Street Address: | |
| City, State & Zip Code: | SWCD Tracking # |
| Daytime Phone: | |
| Please provide complete details of your request: | |
| <p>Minnesota Statutes Section 13.03, subdivision 3, authorizes us to charge fees to recover our costs to provide data including, but not limited to, costs associated with searching, compiling, copying, mailing or otherwise transmitting data. If you choose to purchase the data, follow the instructions below: PREPAYMENT IS REQUIRED. To obtain the described data, submit payment along with a copy of this form. Upon receipt of the payment, data will be forwarded to you.</p> | |
| <p>DATA COSTS:</p> <p>* Pricing: No charge for 5 pages or less. If more than 5 pages of materials are produced: \$0.25 per page copying costs The first ½ hour of preparation time is free; \$15.00/hour after the first ½ hour</p> <p><i>Except:</i> 100 or fewer pages of public data, black & white, letter size \$0.25/page (\$0.50 double sided) no other costs will be assessed</p> | <p>Estimated Cost</p> <p>\$ _____</p> <p>Initials: _____</p> <p>Make checks payable to: North St. Louis SWCD</p> |

where applicable, no other costs will be assessed.

OTHER DATA COSTS:

- \$0.50 each for audio tape or computer disk
- \$0.75 for photos (per letter size page)
- \$8.00 per 1,000 labels
- Shipping/Postage – Actual Cost

* Explanation of charges:

1. There is no charge for computer or non-computer data provided to other state or federal agencies, or for other law enforcement purposes; provided the request is not unduly burdensome.
2. We charge for copies and staff time to make copies. (Hourly salary of the Office Administrator)

Send Payment and this form to: North St. Louis SWCD
 Attn: Office Administrator
 307 1st St. South Suite 114
 Virginia, MN 55792

Note: If requestor is no longer interested in obtaining described data, requestor should disregard this bill. This request expires 30 days from receipt of payment and request form by the North St. Louis SWCD.

Completed By (SWCD Staff):

Date Completed: