

**SAINT PAUL PUBLIC HOUSING AGENCY
Data Request Form for Members of the Public
Minnesota Statutes Chapter 13**

**THIS FORM SHOULD BE USED WHEN YOU ARE NOT THE SUBJECT MATTER OF
THE INFORMATION YOU SEEK**

Date _____

Requestor's Name (optional) _____

Address (optional) _____

Please indicate how you would like for us to contact you:

Phone Number _____ Email Address _____

Describe in detail the Data that you are requesting. Be as specific as possible.

By completing this form, you understand and agree that:

1. You are requesting access to Data by:

- Inspection Copies Inspection & copies

2. You may without charge inspect public data under the Data Practices Act (Minnesota Statutes, Chapter 13).
3. You will be charged \$0.25 per page copied (or \$0.50 for two-sided copies) if your request is for 100 or fewer pages of black and white, letter or legal sized paper.

For most other types or amounts of copies, the charge is the actual cost for searching for, retrieving, and copying public data, which may include employee time, the cost of materials onto which we are copying the data (paper, flash drive, CD, DVD, etc.), and mailing costs (if any). You must pay for costs associated with your request before the data will be released to you. Payment can be made by check, cash or money order. Checks should be addressed to the “St. Paul Public Housing Agency.”

St. Paul PHA may charge an additional fee if the copies have commercial value and are a substantial and discrete portion of a formula, compilation, program, process, or system developed with significant expenditure of public funds. This additional fee must relate to the actual development costs of the information.

4. Within an appropriate and prompt period of time after receiving this form, St. Paul PHA will inform you in writing if the request is not a request for data, if St. Paul PHA needs additional information to clarify the request, if St. Paul PHA does not have the data, and whether the data requested is public, private or confidential. If St. Paul PHA is unable to provide you with the requested data, St. Paul PHA will provide the legal citation for denying access to the data.

If the data is public, St. Paul PHA will arrange a date, time and place for a free inspection of the public data during business hours; or will arrange to provide a copy of the public data to you at your expense, including the cost of mailing.

St. Paul PHA Data Practices Procedures for Members of the Public may be found at: <https://stpha.org/dpa-procedures-public> (PDF)

Please submit this form to: datarequest@stpha.org

For additional assistance, contact St. Paul PHA at datarequest@stpha.org