

RESOLUTION
2014-06-09-A

AMENDING AND REINSTATING POLICY REGARDING
INFORMATION REQUESTS

ROOSEVELT TOWNSHIP
CROW WING COUNTY

WHEREAS, the Town Board of Roosevelt Township ("Town") has adopted Resolution No. 2007-01-08 determining a policy regarding information requests;

WHEREAS, the Town Board desires to amend the Information Request Policy to reflect the policy for copies made at the regular Town Board Meeting;

WHEREAS, Roosevelt Township holds information and will in the future hold information in written or other form, which is public;

WHEREAS, from time to time the township received requests from members of the public, the media, or others for such information;

WHEREAS, requests for information consume resources of the township, involve incurring expenses and require determinations as to whether the information being requested is available to the Requester or not;

WHEREAS, the Town Board finds that it is not appropriate for the taxpayers of the township to bear the cost of individual information requests;

WHEREAS, the township is not governed by the Minnesota Data Practices Act;

NOW, THEREFORE, the Town Board hereby amends the information request policy set out in Resolution #2007-01-08 and hereby adopts the following amended and reinstated policy which shall constitute the Roosevelt Township Information Request policy:

ROOSEVELT TOWNSHIP INFORMATION REQUEST POLICY

1. Information requests for copies of paper or electronic information in possession of the township shall be made to the town clerk in accordance with an Information Request Form substantially in the format attached hereto as Exhibit A. This form may be amended from time to time by resolution or motion of the Town Board.
2. Charges for photocopies or reproduction of media shall be as follows:
 - 1 For copy requests of less than five pages, the Requester shall pay 25¢ per page.

- 2 For copy requests of greater than five pages or involving other media such electronic or magnetic media, the Requester shall be charged the actual cost to the township, including the cost of media, consumables and staff time. The township may make a judgment and estimate based on past costs in order to determine the amount of the charge.

- 3 In cases where charges are expected to exceed \$30, the township may request that the estimated cost be paid in advance. Amounts not expended by the township shall be returned to the Requester and amounts in excess of the advanced payment shall be paid to the township prior to the provision to Requester of the requested information.

4. A copy machine and paper will be available at all regular Town Board Meetings for the public's use at no charge to make copies of the information provided to at the meeting. All other requests will be charged as stated in this policy.

- 4 The township adopts Policy No. 2014-06-09A, attached hereto as Exhibit B, as its policy for personal copy requests. This policy may be amended from time to time by motion or resolution of the Town Board.

Dated this 9TH day of JUNE, 2014

All those in favor:

Chris Hewitt
Rick Hennes
Jeff Hartmann

All those opposed:

The Resolution carries or fails _____



Attest:

Bonnie Orton
 Town Clerk

[Signature]

Town Chair