



City of Robbinsdale

4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

City of Robbinsdale

Special Assessment Records Request Form

(\$25 Fee Required)

DATE OF REQUEST

REQUESTER'S NAME	PHONE NUMBER
COMPANY NAME (IF APPLICABLE)	
REQUESTER'S STREET ADDRESS	
REQUESTER'S CITY, STATE, ZIP	

ADDRESS OF ROBBINSDALE PROPERTY	CLOSING DATE:
CHECK ONE OF THE FOLLOWING FOR DELIVERY OF YOUR RECORD REQUEST:	
<input type="checkbox"/>	EMAIL TO: _____
<input type="checkbox"/>	FAX TO: _____
<input type="checkbox"/>	MAIL TO REQUESTER'S ADDRESS ABOVE
REQUESTER'S SIGNATURE	REQUESTER'S PHONE NUMBER

Make check payable to: **City of Robbinsdale**
Mail to:

Amount Due:	\$25.00
Code to:	1001.4507

City of Robbinsdale
Attn: Special Assessment Records Request
4100 Lakeview Ave N
Robbinsdale, MN 55422

Please note the following:

- Your request will not be processed until both this request form and your payment are received by us. Our response may take up to 3 business days from date of request form and payment are received. If you request by mail, mail time will be in addition to the 3 business days.
- We accept all major credit cards, please fill in the credit card information below

Credit Card Information				
Card (circle one):	Visa	Mastercard	Discover	American Express
Card #:	_____	_____	_____	Expiration Date: ____/____
Billing Address:	_____	(House #)	Billing Zip Code:	_____
Telephone Number:	_____	Payment Amount:	_____	

OFFICE USE ONLY:

DATE REQUEST & PAYMENT RECEIVED	DATE PROCESSED / PROCESSED BY
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RECORD REQUESTS RELATING TO SPECIAL ASSESSMENTS PENDING & LEVIED

Special Assessment Records

The City of Robbinsdale regularly updates its listings for properties within the City. The listings are available on the city's website at:

www.robbinsdalemn.com/specialassess.shtml

The following fee applies to requests of official assessment records:

- \$25 fee for search and retrieval of official assessment records

Requirements and response times:

- Written requests must be made for search and retrieval of records. A request form is located with this handout.
- Fee must be collected prior to the release of the records that are being requested. Please submit a check payable to the City of Robbinsdale, along with the search request form.
- Response times will vary depending on your method of payment and type of request. City staff will provide detailed copies of official records within a reasonable amount of time. Companies and individuals should not expect a same-day turnaround for information requested. Plan your business needs accordingly to allow for Staff to respond to your request for information.

Note: Under the Data Practices Act, government must respond to requests for data (official records), but is not required to answer questions or summarize the data.

Minnesota Government Data Practices Act

The City of Robbinsdale collects and maintains special assessment information on behalf of the public. As a local unit of government, the City must keep records of its **official assessments**, which may vary depending on the requirements which are outlined in the City Code, City Charter, and State Law.

The Minnesota Government Practices Act: Minnesota Statutes, Chapter 13, balances the following:

- The public's right to know about their government
- The government's need to have and use data to do work
- Individual privacy rights

The Minnesota Government Practices Act distinguishes between requests for public and individual data. One of the major areas of differences is in the time government has to respond to requests for information.

The response times are:

- Ten business days for subjects requesting information about themselves
- A "reasonable amount of time" for non-data subjects requesting public data.

Data Practice Requests: A general rule is that all government data are presumed public unless classified otherwise by state or federal laws. Anyone may inspect and have copies of public data.

Access Procedures: The City has access procedures as a guide for people requesting data for government employees who respond to requests for data.

Official records relating to special assessments are classified as public records.