



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

ADDRESS OF ROBBINSDALE PROPERTY	CLOSING DATE:
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CHECK ONE OF THE FOLLOWING FOR DELIVERY OF YOUR RECORD REQUEST:

EMAIL TO: \_\_\_\_\_

FAX TO: \_\_\_\_\_

MAIL TO REQUESTER'S ADDRESS ABOVE

REQUESTER'S SIGNATURE	REQUESTER'S PHONE NUMBER
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Amount Due:	<b>\$25.00</b>
Code to:	<b>1001.4507</b>

**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.

**Payment Options**

**In Person**

- Cash
- Check/Money Order
- Credit Card (we accept all major credit cards)

**By Mail**

- Check/Money Order
- Mail to:  
City of Robbinsdale  
Attn: Special Assessment Records Request  
4100 Lakeview Ave N  
Robbinsdale, MN 55422

**By Phone**

- Credit Card (we accept all major credit cards)
- Please call our Assessing Dept (763-531-1217) to pay over the phone

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

**Please note: we do not accept credit card information by e-mail or fax, please call us or stop in to pay by credit card.**

**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/specialassessments](http://www.robbinsdalemn.com/specialassessments)

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.