



# CITY OF CRYSTAL

## 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 CRYSTAL PROPERTY

CHECK ONE OF THE FOLLOWING FOR DELIVERY OF YOUR RECORDS REQUEST:

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

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

MAIL TO REQUESTER'S ADDRESS ABOVE

REQUESTER'S SIGNATURE

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

**Amount Due: \$25**

**Mail to:**

**CITY OF CRYSTAL  
ATTN: SPECIAL ASSESS RECORDS REQUEST  
4141 DOUGLAS DR N  
CRYSTAL, MN 55422-1696**

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 three (3) business days from date request form and payment are received. If you request a response by mail, mail time will be in addition to the three (3) business days.
- We accept VISA and MasterCard if paying in person. Sorry, credit cards can not be accepted by phone, fax, or email.

**OFFICE USE ONLY:**

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

## Special Assessment Records

The City of Crystal (City) regularly updates its listings of special assessments for properties within the City. The listings are available on the city's website at: <http://tinyurl.com/2bdjvt3>

### The following fee applies to requests for additional records:

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

### Requirements and response times:

- Written request must be made for search and retrieval of records. A request form is located on the back of this handout.
- Fee must be collected prior to the release of records. Please submit a check payable to City of Crystal along with the request form (on back side of this information form).
- Response times vary depending on the magnitude of the request. City staff will provide detailed copies of official records relating to special assessments *within a reasonable amount of time*. Companies and individuals should not expect a same-day turnaround. Plan your business needs accordingly to allow time for staff to respond to your record requests.

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 Crystal collects and maintains information as records in its work on behalf of the public. As a local unit of government, the City must keep records of its **official activities**, which vary depending on the requirements and responsibilities as outlined in City Code, City Charter, and State Law.

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

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

The Data Practices Act distinguishes between requests for public data and requests from individuals for data about themselves. One of the major areas of differences is in the time government has to respond. **The response times are:**

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

**Data Practices 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 and for government employees who respond to requests for data.

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