



Request for Public Records

Northern Water assures prompt access to public records in accordance with applicable law. This request will become a public record once submitted. Email to: recordsrequest@northernwater.org

Requester Name: _____ Date: _____
 Company or Agency (if applicable): _____
 Phone Number: _____
 Email Address: _____

Detailed description of records requested:

Please be as specific as possible in describing the requested records(s). Include a date or date range, the subject matter, and/or specific names of persons or documents.

FEE SCHEDULE	
Standard (black and white, single sided copy, on white, 8.5x11" or 8.5x14" paper)	.25 cents per page; first five pages are free
Other (various sizes, including photographs, blueprints, and other media)	Actual or reasonable estimated District cost of production
Research, retrieval and compilation requiring less than one hour of cumulative staff time	No charge
Research, retrieval and compilation exceeding one hour of cumulative staff time	\$41.00 per hour (plus document fees)
Manipulation of data	Actual District cost
Information stored or provided electronically	Actual District cost

FOR INTERNAL USE ONLY		
Date Received:	Estimated Cost:	\$
Completed by:	Amount Prepaid:	\$
	Actual Cost:	\$
	Balance Due Before Release:	\$
	Total Amount Paid:	\$