

## Minnesota Data Practice Request

\_\_\_\_\_  
Date

\_\_\_\_\_  
Data Practices Officer

\_\_\_\_\_  
Local Unit of Government

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

Dear Data Practices Officer;

Under the Minnesota Data Practices Act, Minnesota Statute Chapter 13.03, I request the following data for the time period covering January 1, 2000 to the present:

- Summary of annual funding for snowmobile & ATV clubs sponsored by above local unit of government
- Copies of *Minnesota Trail Assistance Program Grant-in-Aid Maintenance Applications* and *Project Proposals* for all snowmobile and ATV clubs sponsored by the above local unit of government
- Copies of all *Requests for Reimbursement* including *Grooming Logs* submitted by snowmobile and ATV clubs
- Copies of all signed *Minnesota Trail Assistance Program Grant Agreements* between the above local unit of government and the Minnesota Department of Natural Resources
- Copies of maps for each sponsored motorized route
- Copies of ownership lists for each sponsored route
- Copies of all easements, leases, permits or deeds obtained from property owners for each parcel of land crossed by motorized routes sponsored by the above local unit of government
- Copies of data related to any investigations commenced or enforcement actions taken related to motorized clubs sponsored by the local unit of government
- Any other information related to snowmobile and ATV clubs sponsored by the above local unit of government

Please send an invoice for retrieving the above data to the below address. I may choose to come to your office to copy data or may elect to have copied data mailed to me. Please include costs for either scenario. Please also let me know when I could come to your office and make copies of the above data.

Please call me at \_\_\_\_\_ with any questions regarding this request.

In 670 opinions rendered by the Minnesota Department of Administration regarding compliance with the Minnesota Data Practices Act, governmental agencies are expected to reply in an “appropriate and prompt manner” within 15—20 days. Thank you in advance for your prompt reply to the above request.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_