



CITY HALL - INFORMATION DISCLOSURE REQUEST FORM

Minnesota Government Data Practices Act (MGDPA) Minn. Stat. § 13

A. Completed by Requester

REQUESTER NAME (Last, First, MI):		DATE OF REQUEST:	
STREET ADDRESS:		PHONE NUMBER:	
CITY, STATE, ZIP CODE:		EMAIL:	
DETAILED DESCRIPTION OF THE INFORMATION REQUESTED:		PLEASE CHOOSE HOW YOU WOULD LIKE TO RECEIVE THE DATA: <input type="checkbox"/> Physical Inspection <input type="checkbox"/> *Paper Files for Pickup <input type="checkbox"/> *Paper Files Mailed <input type="checkbox"/> *Electronically via e-mail <input type="checkbox"/> *Electronically via USB drive * = <u>fees associated</u> <i>If section is left blank, paper copies will be given</i>	

If request is determined to exceed 100 pages, a \$500 deposit will be due before data compilation begins.

B. Completed by Department

File # _____

DEPARTMENT NAME:		HANDLED BY:	
INFORMATION CLASSIFIED AS: <input type="checkbox"/> PUBLIC <input type="checkbox"/> NON-PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> PROTECTED NON-PUBLIC <input type="checkbox"/> CONFIDENTIAL		ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED IN PART (Explain Below) <input type="checkbox"/> DENIED (Explain Below)	
REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:			
PHOTOCOPYING CHARGES: <input type="checkbox"/> None <input type="checkbox"/> _____ Pages x _____ \$ = _____ <input type="checkbox"/> Special Rate: _____ (attach explanation)		IDENTITY VERIFIED FOR PRIVATE INFORMATION: <input type="checkbox"/> Identification: Driver's License, State ID, etc. <input type="checkbox"/> Personal Knowledge <input type="checkbox"/> Comparison with Signature on File <input type="checkbox"/> Other:	
AUTHORIZED SIGNATURE:		DATE:	

Tennessee Warning – Data Practice Advisory

Some or all of the information that you are asked to provide on the attached application is classified by state law as either private or confidential. Private data is information, which generally cannot be given to the public, but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is to consider your application. You are not legally required to provide this information. You may refuse to provide this information. The consequences of supplying or refusing to supply data are that your application may not be considered or it may be denied. Other persons or entities may be authorized by law to receive the information.