

Data Request Form – Members of the Public

Date of Request					
I am requesting access to data in the following way:					
Inspection	<input type="checkbox"/>	Copies	<input type="checkbox"/>	Both Inspection and Copies	<input type="checkbox"/>
<p><i>Note: Inspection is free but for black and white copies or computer print-outs, please see fee schedule below.</i></p> <p><i>Requests will be honored within 10 working days unless notified that request cannot be honored within that time frame. FEES must be pre-paid and will be based on entire request as follows:</i></p> <p><input type="checkbox"/> <i>Method 1: Copies (100 or less - each side copied counts as 1, legal or letter) \$0.25 per side. (No other charge) Applies to PUBLIC DATA only.</i></p> <p><input type="checkbox"/> <i>Method 2: Copies {101+ or copies larger than legal size}, email, fax, or other forms of duplication -fees will be the actual costs of searching for and retrieving data, including the cost of employee time for making, certifying, compiling and electronically transmitting copies of the data. Fee will be based on actual time with no minimum fee. (Applies to all PUBLIC DATA meeting above qualifications and all PRIVATE DATA accessed by the individual subject of the data.)</i></p> <p><input type="checkbox"/> <i>In compliance with MN Statute 181.961- One copy of a former employee's personnel file will be provided without charge if the request is put in writing by the former employee. Current employees may request to view/copy their personnel file without charge every six months.</i></p>					
Data Requests: <i>(Describe the data you are requesting as specifically as possible)</i>					

Contact Information			
Name			
Address			
Phone Number		Email Address	
<p>You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.</p>			

Staff Verification					
Date Request Received		Request Received By			
Public Data	<input type="checkbox"/>	Private Data	<input type="checkbox"/>	Confidential	<input type="checkbox"/>
Request Approved	<input type="checkbox"/>	Request Approved in part	<input type="checkbox"/>	Request Denied	<input type="checkbox"/>
Charges			Type/Amount		
Collected By			Date		