



23340 Cree St NW St. Francis, MN 55070  
 Phone: 763-753-2630 [www.stfrancismn.org](http://www.stfrancismn.org)

# Data/Records Request Form

## REQUEST INFORMATION

Completion of personal identification information is voluntary (M.S. § 13.05, subd. 12). This information provides direction on where to supply the requested data, and who to contact if clarification is necessary.

<b>DATE OF REQUEST:</b>	<b>NAME:</b>
<b>STREET ADDRESS:</b>	<b>CITY, STATE, ZIP CODE:</b>
<b>PHONE NUMBER:</b>	<b>EMAIL ADDRESS:</b>

<b>DESCRIPTION OF THE INFORMATION REQUESTED:</b> (Be as specific as possible including names, date range, permit types, property address, etc. Attach additional sheets if necessary)

M.S. § 13.03, subd. 3, authorizes us to charge fees to recover costs to provide copies of data, including costs associated with searching, compiling, copying, mailing, or otherwise transmitting data. Prepayment is required prior to receiving copies of data. We do not charge for inspection of data or for separating not public data from public data.

**Upon submitting this request for data, you are hereby agreeing to pay all costs associated with the request, as allowed per Minnesota Statutes.**

## **COMPLETED BY DEPARTMENT – Office Use Only**

<b>DEPARTMENT NAME:</b>	<b>HANDLED BY:</b>
<b>INFORMATION CLASSIFIED AS:</b> <input type="checkbox"/> Public <input type="checkbox"/> Non-Public <input type="checkbox"/> Private <input type="checkbox"/> Protected Non-Public <input type="checkbox"/> Confidential	<b>ACTION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part (explain below) <input type="checkbox"/> Denied (explain below)
<b>COMMENTS, REMARKS OR BASIS FOR DENIAL:</b>	
<b>FEES DUE:</b> <input type="checkbox"/> Up to 100 pages: _____ Pages × .25¢ = \$ _____ <input type="checkbox"/> Over 100 pages: _____ Pages, \$ _____ <input type="checkbox"/> Colored Copies (upon request): _____ Pages, = \$ _____	<b>IDENTITY VERIFIED FOR PRIVATE INFORMATION:</b> <input type="checkbox"/> Identification: Driver's License, State ID, etc. <input type="checkbox"/> Comparison with Signature on File <input type="checkbox"/> Personal Knowledge <input type="checkbox"/> Other: _____
<b>AUTHORIZED SIGNATURE:</b>	<b>DATE REQUESTED COMPLETED:</b>

## **Right to Access Public Data**

The Minnesota Government Data Practices Act (MGDPA) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The MGDPA also requires that a government entity, in this case the City of St. Francis, keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

### ***M.S. § 13.03 Access to Government Data***

#### ***Subdivision 1. Public data.***

##### ***Subd. 3. Request for access to data.***

*(c) The responsible authority or designee shall provide copies of public data upon request. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied. If the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.*

*(e) The responsible authority of a government entity that maintains public government data in a computer storage medium shall provide to any person making a request under this section a copy of any public data contained in that medium, in electronic form, if the government entity can reasonably make the copy or have a copy made. This does not require a government entity to provide the data in an electronic format or program that is different from the format or program in which the data are maintained by the government entity. The entity may require the requesting person to pay the actual cost of providing the copy.*

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The MGDPA does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the MGDPA to respond to questions that are not specific requests for data.

## **Requester Information**

Pursuant to M.S. § 13.05, Subd. 12, persons are not required to identify themselves, or state a reason for, or justify a request for public data. Completion of this section is voluntary. Providing us with this information provides direction on where to supply the requested data to. If you choose not to complete this section, please indicate on this sheet how the requested data will be retrieved by the Requester or their designee.

## **Requests for Summary Data**

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data.

Upon receiving your request, we will respond within ten business days with the data or details of when the data will be ready and how much we will charge. We will prepare the summary data provided that the requesting person prepays for the cost of creating the summary data.