

City of Minnetonka Beach
Information Disclosure Request
Minnesota Government Data Practices Act



Completed by Requester

Requester Name (Last First, MI):	Date of Request:
Email:	Request Type: <input type="checkbox"/> In-Person <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax
Street Address:	Phone Number:
City, State, Zip Code:	Signature:
<p>Note: MS § 13.05, subd. 12, persons may not be required to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.</p>	
<p>Description of the Information Requested – Check below and provide description:</p> <p><input type="checkbox"/> Inspection <input type="checkbox"/> Copies <input type="checkbox"/> Both inspection and copies</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>I have read the information on this form and understand the city may charge fees to provide the information I have requested.</p> <p>_____</p> <p>Signature</p>	

Completed by Department – Office Use Only

Department:	Processed By:
Method of Response: <input type="checkbox"/> In-Person <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax	Information Classification: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Non-Public <input type="checkbox"/> Confidential <input type="checkbox"/> Protected Non-Public
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part (Explain below) <input type="checkbox"/> Denied (Explain below)	Requested by: <input type="checkbox"/> Subject of Data <input type="checkbox"/> Not Subject of Data
Remarks or basis for denial, include statute section: _____	Identity Verified for Private Information: <input type="checkbox"/> Identification (DL, State ID, etc.) <input type="checkbox"/> Compare Signature on File <input type="checkbox"/> Personal Knowledge <input type="checkbox"/> Other _____
<p>Note: MS § 13.03, subd. 3, authorizes the city 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. There is no charge for inspection of data or for separating not public data from public data.</p>	
<p>Copy charges:</p> <p><input type="checkbox"/> (8 ½ x 11/14") _____ X <u>0.25</u> _____ (# of pages fewer than 100, \$.50 per page two sided)</p> <p><input type="checkbox"/> (11x17") _____ X <u>1.00</u> _____ (# of pages)</p> <p><input type="checkbox"/> Employee Time (\$____/hr) X _____ hrs _____ (if over 100 pages)</p> <p><input type="checkbox"/> Other Charges (attach explanation) _____</p> <p>Total Amount Due: \$ _____</p>	<p>Method of Payment:</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Check # _____</p> <p>Received by: _____</p> <p>Date: _____</p>

If mailed, return form to: City of Minnetonka Beach, P.O. Box 146, Minnetonka Beach, MN 55361