



City of Northfield Data Request Form

A. TO BE COMPLETED BY REQUESTER (optional for the sole purpose of facilitating access to data)

Requester Name:		Phone Number:	Fax Number:	
Address:		Email Address:		
Signature:		Date of Request:		
Description of the Information Requested (attach additional page if necessary):				
I am requesting access to data in the following way: <input type="checkbox"/> Inspection <input type="checkbox"/> Copies <input type="checkbox"/> Both inspection and copies				
Law Enforcement Data Requests Must Also Include the Following Information:				
Case Number (if known):	Officer (if known):	Date and Time of Incident:		
Location of Incident:	Type of Incident:			
Parties involved in incident- full names and dates of birth (attached additional sheet if necessary):				
First	Middle	Last	Date of Birth	
First	Middle	Last	Date of Birth	
First	Middle	Last	Date of Birth	
Data requested:	Report	DVD	Photos	
How would you like to receive the information?	Mail	In Person	E-mail	Fax

NOTE: According to MS § 13.05, subd. 12, persons are not required to identify themselves, or state a reason for, or justify a request for public data. Minn. Stat. § 13.03 and 13.04 authorize the City to charge fees to recover costs to provide copies of data. Prepayment is required. There is no charge for inspection or for separating not public data from public data. The City may charge the actual cost for searching and retrieving data, except for requests made by data subjects. The City will respond within a reasonable time for all requests, except for requests by data subjects, which shall be responded to within 10 days of the date of the request. Payment must be made in advance.

B. TO BE COMPLETED BY CITY (For Office Use Only):

Department Name:		Handled by/Sent by:	
Requested by:	Subject of Data	Not Subject of Data	
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:			

Copying Charges:

None

Members of the Public (100 or fewer copies):

_____ Pages x \$.25 per Black/White Page = _____

_____ Pages x \$1.00 per Color Page = _____

Members of the Public (more than 100 copies) and Data subjects:

Employee time: \$____/hr x ____ Hours = _____

_____ Pages x \$____ per Black/White Page = _____

Other Charges (e.g. postage): _____ = _____

Total Charges = _____

Identity Verified for Private Information:

Identification: Driver's License, State Id, Etc.

Comparison with Signature on File

Personal Knowledge

Other: _____

Data Sent By:

Mail

In Person

E-mail

Fax

By: Signature: _____

Date: _____

If mailed, return form and fees to: City of Northfield, 801 Washington Street, Northfield, MN 55057, fax 507-645-3055
If emailed, return form to Lynette Peterson at lynette.peterson@ci.northfield.mn.us

Revised 1/2021