

## Information Disclosure Request Minnesota Government Data Practices Act

### A. Completed by Requester

(Optional, for the sole purpose of facilitating access to the data.)

Requester name: \_\_\_\_\_ Date of request: \_\_\_\_\_

Request type:  In-person  Phone  Mail

Street address: \_\_\_\_\_

Address

City

State

Zip code

Phone number: \_\_\_\_\_ Signature: \_\_\_\_\_

Description of the information requested:

NOTE: You may be required to pay the actual cost of making and/or compiling the copies of the information requested.

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### B. Completed by Department

Department name: \_\_\_\_\_ Request handled by: \_\_\_\_\_

Method of response:  In-person  Phone  Mail  Fax

Information classified as:  Public  Private  Non-public  Confidential  Protected non-public

Action:  Approved  Approved in part (explain below)  Denied (explain below)

Identity information for private information:

Identification  Compare signature on file  Personal Knowledge  Other

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### C. Complete when fees are assessed

Photocopy Charges:  None  \_\_\_\_\_ (number of pages) X 0.25 = \_\_\_\_\_

Fees (complete cost calculation): \_\_\_\_\_

Total amount due: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Makes check/money order payable to: City of St. Louis Park

If mailed, return form and any fees to: City of St. Louis Park, 5005 Minnetonka Blvd., St. Louis Park, MN 55416