HIBBING POLICE DEPARTMENT
REQUEST FOR INFORMATION FORM

Minnesota Government Data Practices Act

<u>GOVERNMENT DATA PRACTICES ACT CLASSIFICATION WARNING</u>: The data you supply on this form will be used to process your data request. The information you provide on this form is subject to the Minnesota Government Data Practices Act and is classified as public data. You are not legally required to provide this data, but we may not be able to process your request without it.

NAME*(S): _____   _____   _____

*You are not required to identify yourself or explain the reason for your data request. However, if you want us to mail/email you copies of data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

PHONE NUMBER: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

REQUEST DATE: _____

Describe the data you are requesting as specifically as possible:

Copies – 25 cents per page for 100 or more paper copies of letter or legal sized paper copies (two-sided is **50** cents a copy). For copies of other data (photographs, data on a USB or DVD, data stored electronically, etc.) the Hibbing Police Department charges the actual cost (not to exceed $25.00 per hour for employee time) after the first one hour of employee time per data request. The first hour of employee time per data request is free of charge.

SIGNATURE: _____   **DATE:** _____

Please submit this form via email to the Hibbing Police Department: sandyhauta@hibbingmn.gov, by mail, or hand delivery to the Hibbing Police Department, 1810 12th Avenue East, Hibbing, MN 55746

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Received on:	**By:**	**Action:** ☐ Approved ☐ Approved in Part ☐ Denied	
Remarks or Basis for Denial including Statute:		**Photocopying Charges:** ☐ None ☐ _____ Pages x 25 cents = ☐ Actual Costs: _____ **Itemization of Actual Costs:**	