

**CITY OF PLAINVIEW INFORMATION DISCLOSURE REQUEST**  
 (Minnesota Government Data Privacy Act, Chapter 13)

**PLAINVIEW POLICE DEPARTMENT**

**A. TO BE COMPLETED BY REQUESTER**

<b>MANDATORY-REQUESTER NAME</b> (Last, First, M.):	<b>MANDATORY-DATE OF REQUEST:</b>
<b>MANDATORY -STREET ADDRESS:</b>	<b>MANDATORY -PHONE NUMBER:</b>
<b>MANDATORY -CITY, STATE, ZIP CODE:</b>	<b>MANDATORY -SIGNATURE:</b>  Sworn to and subscribed before me on this ____ day of _____, 20____.  _____ Notary Public (Must be notarized if requesting by mail.)
<b>MANDATORY-DESCRIPTION OF THE INFORMATION REQUESTED AND REASON FOR REQUEST:</b>	

The City of Plainview must respond to a data request appropriately and promptly. More than anything else, what is appropriate and prompt depends upon the scope of the request, and may vary depending upon such factors as the size and complexity of the entity, the type and/or quantity of data requested, the clarity of the data request, and the staff available to respond to the request.

The City of Plainview may limit access to data to reasonable times and places -- for example, during normal work hours, on certain days, at designated times for certain types of requests, at press conferences, or at negotiated times and/or locations.

The City of Plainview may require a requester to pay a fee for copies of public data or for electronically transmitting the data. The fee may include the actual costs of searching for and retrieving the data, including the cost of employee time, and for making, certifying and compiling, and electronically transmitting the data or copies of the data. The requirement that data be kept in a manner that makes them easily accessible for convenient use may limit the City in charging for search and retrieval time.

**B. TO BE COMPLETED BY DEPARTMENT**

<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              DATA ON INDIVIDUALS <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>ACTION:</b>  <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED IN PART (explain below) <input type="checkbox"/> DENIED (explain below)
<b>REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:</b>	
<b>PHOTOCOPYING CHARGES:</b>  <input type="checkbox"/> NONE <input type="checkbox"/> ____ Pages x _____ = _____ <input type="checkbox"/> Special Rate: _____ (attach explanation)	<b>IDENTITY VERIFIED FOR PRIVATE INFORMATION:</b>  <input type="checkbox"/> IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., <input type="checkbox"/> COMPARISON WITH SIGNATURE ON FILE <input type="checkbox"/> PERSONAL KNOWLEDGE <input type="checkbox"/> NOTARIZED <input type="checkbox"/> OTHER: _____
<b>AUTHORIZED SIGNATURE:</b>	<b>DATE:</b>