



**GUIDELINES AND PROCEDURES FOR THE
MINNESOTA GOVERNMENT DATA PRACTICES ACT**

Exhibit 4

GENERAL DATA ACCESS REQUEST

Notice: You may cancel this request at any time prior to the release of information. You will be required to pay before information is released.

Note: The subject of the data request must authorize the release of private information to the subject's agent or another agency. A "Consent to Release Private Data" must be completed by the subject of the data.

Completed by Requester

Name (Last, First, MI)

Date of Request

Street Address

Phone Number

Email Address

City, State, ZIP

You do not have to provide contact information to view or obtain public data. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us. All requests to view or receive private or confidential data must be made in writing to verify identity.

I am requesting access to data in the following way:

☐ Electronic ☐ Copies ☐ Both electronic and copies ☐ Audio recording

Description of the information requested: (attach additional sheets if necessary):

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Completed by City of Cologne

Information classified as:

☐ Public ☐ Non-Public ☐ Private ☐ Protected non-Public ☐ Confidential

Action:

☐ Approved ☐ Approved in part (explain below) ☐ Denied (explain below)

Remarks or basis for denial, including MN Statute if applicable: _____

Charges: _____ Staff time \$25 per hour (minimum charge \$25)
 _____ Photocopy _____ pages x 25 cents + postage rate
 _____ Electronic \$5 Fee for electronic copies

Authorized Signature

Date