

# INFORMATION DISCLOSURE REQUEST

## Minnesota Government Data Practices Act

### A. Completed by Requestor

REQUESTER NAME (Last, First, M.):	DATE OF REQUEST:
STREET/MAILING ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:
Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form:	
I AM REQUESTING ACCESS TO THE DATA IN THE FOLLOWING MANNER:	
<input type="checkbox"/> Inspection <input type="checkbox"/> Copies <input type="checkbox"/> Both inspection and copies <input type="checkbox"/> Paper <input type="checkbox"/> Pick up <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Other <input type="checkbox"/> Email address: _____	

### B. Completed by City of Emily

<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	<b>ACTION:</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED IN PART (explain below) <input type="checkbox"/> DENIED (explain below)
CITY CLERK REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION: _____ _____	
MINNESOTA CLASSIFICATION CODE: _____	
<b>COPYING CHARGES/ASSOCIATED COSTS:</b> <input type="checkbox"/> NONE <input type="checkbox"/> DEPOSIT \$ _____ <input type="checkbox"/> _____ Pages x _____ = _____ <input type="checkbox"/> Actual Cost: _____	<b>IDENTITY VERIFIED FOR PRIVATE INFORMATION:</b> <input type="checkbox"/> IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc. <input type="checkbox"/> COMPARISON WITH SIGNATURE ON FILE <input type="checkbox"/> PERSONAL KNOWLEDGE <input type="checkbox"/> OTHER: _____
CITY CLERK SIGNATURE: _____	DATE: _____
DEPARTMENT SIGNATURE: _____ DATE: _____	DEPARTMENT REMARKS: _____

**Make check/money order payable to: City of Emily**

If mailed, return form: City of Emily, Attn: City Clerk, P.O. Box 68, Emily, MN 56447, or email form to [clerk@emily.net](mailto:clerk@emily.net)