



Alexandria Police Department
 501 3rd Avenue West ~ Alexandria, MN 56308
 (320) 763-6631 ~ (320) 763-3193 Fax

DATA REQUEST FORM

Date of request:

I am requesting access to data in the following way:

Note: Inspection is free, but if you want copies, we charge for copies that you want to take with you and for searching for and retrieving government data, including the cost of employee time and for making, certifying, compiling, copying, and/or electronically transmitting the data.

- Inspection Copies (including electronically transmitted data) Both inspection and copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible by providing dates, times, locations, officers and/or some combination of these to help us process more accurate data.

REQUESTOR'S INFORMATION

Name: _____ Phone: _____
 Address: _____
 Email: _____

The Alexandria Police Department cannot require a requestor to identify themselves or provide a reason for their request; however, not providing your identifying information will remove our ability to:

- Contact you to clarify your request or notify you of extra costs or delays.
- Work with you to obtain exactly the information you need.
- Notify you that our response to your request is complete.
- Explain to you any denial or redaction of your request.
- Disclose to you private data about you

Flat rates are as follows:

Photos	\$1.00 per page
Data / Photo DVD	\$10.00
Reports:	\$0.25 per page

- **Flat Rate is .25 per page:** Requests for 100 or fewer pages copied in black and white on 8 1/2" x 11" or legal sized paper without additional costs besides the copy fee will be charged using the Flat Rate if the requestor is not the subject of the data.
- **Mailing – actual costs.** The mailing fee will reflect the actual cost of mailing, including postage, envelopes, and labels.
- ***Special rate –** is \$21.00 per hour plus \$0.10 per page for copying. Requests for more than 100 pages and for searching for and retrieving government data and for making, certifying, compiling, copying and/or electronically transmitting the data will be charged using the special rate.
- **Payment:** The Alexandria Police Department Records Information Unit only accepts cash or check. Please make checks payable to the City of Alexandria.
- **Public Information:** Public data is releasable without a signed authorization. A Signed Authorization is required when the data contains private information about the requestor or their minor child. Proof of identity will be required for private data release.
- **Time Frame:** Data subject requests will be returned within 10 business days (excluding weekends and holidays) of the date of the request. All other requests will be responded to as soon as reasonably possible after receipt of any payment due.

The Alexandria Police Department has no duty to provide information in response to unreasonable requests or requests made for the purpose of harassing City staff.