



Arlington Police Department

Glenn Gerads, Chief of Police

108 4th Ave. NW, Arlington, MN 55307
Office: (507)964-5200 Fax: (507)964-2737
E-mail: police@arlingtonmn.gov

PUBLIC DATA REQUEST

Overview

The Minnesota Government Data Practices Act ensures that all government data collected, created, received, maintained, or disseminated by government agencies in Minnesota is public unless otherwise classified by law.

The Minnesota Government Data Practices Act establishes the following rights and responsibilities for access to government data:

1. Records containing government data must be easily accessible for convenient use, and agencies must receive and comply with requests for the data in an appropriate and prompt manner.
2. Persons have the right to inspect public government data at reasonable times and places at no cost.
3. Persons have the right to get copies of public government data upon request, although they may be charged for the actual cost of copying the data.
4. Persons have the right to be informed of the meaning of public data. If you have any questions about the meaning of public data that we keep, please contact the Police Chief at 507-964-5200 or the City Administrator at 507-964-2378 and ask for an explanation.
5. If the data sought is classified in a way that prevents one from seeing it, one has the right to be informed of that fact and told the statute or law that classifies the data.
6. If we do not have the data you are requesting, we will inform you immediately. We are not required to collect or create data to respond to a request.
7. If we have the data requested, but do not keep the data in the format you request, we may not be able to give you the data in the requested format. If we cannot put the requested data in the format you want, you may have the data in original format to convert yourself. If we are able to reformat the requested data, we will provide you with a timeline and cost to complete the reformatting, at which point you can determine if you wish to continue with reformatting.

Requests for public data can be emailed to the Police Chief at police@arlingtonmn.gov.

**Requestor Information**

First & Last Name (& Business Name):

Street Address:

City:

State:

Zip Code:

Phone:

Fax:

Email:

Instructions

Please specify the information you are requesting, the approximate dates of the records, and the format you would prefer to receive for the requested data (see chart example). Attach additional sheets if needed.

Please note the fee schedule for various format options and shipping, if required. In person review has no associated costs, and we will contact you to schedule an appointment. If you request physical copies, we will contact you when the documents are available to be picked up or shipped.

The cost of employee time to search for data, retrieve data, and convert to your requested format is \$25.00 per hour. If it is necessary for a higher-paid employee to search for and retrieve the requested data, we will calculate the hourly cost at the higher salary/wage. These charges are in addition to the costs for materials as listed below.

Paper Copies	B&W: 15¢/page	Color: 25¢/page
Electronic File Creation (PDF) & Email Delivery	\$1.00/document	
Other Formats	Please contact the office for more information.	
Shipping via USPS	Please contact the office for more information.	

Contact Us
108 4TH Ave. NW, Arlington, MN 55307
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Phone: 507-964-5200 • Fax: 507-964-2737

**Description of Data Requested**

Description	Date	Format
<i>Example: specific reports, audio/video recordings, photographs, squad/body worn camera footage, etc.</i>	<i>MM/YY</i>	<i>PDF, paper copies, or in person review</i>

☐ Check if additional pages attached
of pages _____

In making this request, I understand that:

- The Arlington Police Department is under no obligation to create a document that does not already exist to comply with a standing request for information.
- Items expressly confidential under law will not be disclosed.
- The Arlington Police Department will provide the requested data as expediently as possible. If the information is time sensitive, please contact the Police Department and we will make every effort to accommodate your request.

Pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13, I hereby request the aforementioned information currently existing within the records of the Arlington Police Department.

Date of Request: _____

Signature of Requestor

Please return this form to the Police Department via mail, hand delivery, fax, or email.

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