

CITY OF KENYON POLICE DEPARTMENT
INFORMATION DISCLOSURE REQUEST PROCEDURES

1. Request must be in writing stating the date, information requested, and signed.
2. If requesting CONFIDENTIAL or PRIVATE information, individual must present proper identification:
 - A. Minnesota Driver's License
 - B. Other acceptable Identification
 - 1) Photograph of individual
 - 2) Signature of individual
 - 3) Address of individual (optional)
3. Cost of providing copies of information:
 - A. Copies - \$0.25 per page up to 100 pages. After 100 pages the charge is actual cost, an estimate will be provided to ensure the request does not want to be modified prior to receiving an invoice.
 - B. Review Information – There is no charge for individual reviewing data except for copies requested. An individual will not be permitted to review private data on themselves for six months thereafter, pursuant to Minn. Stat. 13.04, Subd. 3, unless a dispute or action pursuant to this section is pending or additional; data on the individual has been collected.
 - C. Summary Information – Hourly cost of individual required to review and summarize information, (salary, plus fringe benefits), plus copy cost, as well as delivery cost, if any.
 - D. Cost of Employee Time – If a person requests copies of data, a person will be billed the actual cost of the searching for the retrieving the data, including the cost of employee time, and for making, certifying, and compiling the copies of the data, but the individual will not be charged for separating public from non-public data.
4. Oral and written denial for information requested will be given:
 - A. Oral denial may be given at the time the request is made.
 - B. Written denial will follow, citing authority for classification and denial.
5. Content and meaning of data on individuals shall be forwarded to the department head for comment.
6. Time limit for complying to the request for information is:
 - A. Within ten days of the date request is received by the Kenyon Police Department, excluding Saturdays, Sundays, and legal Holidays per Minn. Stat 13.04, Subd 3.
 - B. If request cannot be complied within that time, the individual will be so informed in writing with an estimate of when the data will be available.
7. An individual subject of data may contest the accuracy or completeness of public or private data by notifying the City of Kenyon Police Department in writing describing the nature of the disagreement.
 - A. Within 30 days after written notice, the individual will be informed of the disposition:
 1. If found to be incorrect, the data will be corrected and an attempt will be made to notify past recipients of inaccurate or incomplete data, including individuals named by the individual.
 2. Individual data believed to be correct will not be changed, however, disputed data will only be disclosed with the individual's statement of disagreement included.
 - B. The determination may be appealed through administrative procedures outlines in Minn. Stat 13.04 Subd. 4.
8. PRIVATE NON-PUBLIC data shall have the same classification in the hands of the agency receiving it as it had in the possession of the city, and said agency shall maintain data according to the statutory provisions applicable to the data pursuant to Minn. Stat. 13.03, Subd. 4(c).

**CITY OF KENYON POLICE DEPARTMENT
INFORMATION DISCLOSURE REQUEST**

Minnesota Government Data Practices Act, Chapter 13

Case #: _____

REQUEST FREQUENCY (PRIVATE DATA ON INDIVIDUALS)

Minnesota Statutes, Section 13.04, Subd.3. After an individual has been shown the data and informed of it's meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action to this section is pending or additional data on the individual has been collected.

Your Name (Last, First, Middle)

Today's Date: _____

Address

Phone: _____

where you can be reached during day hours

City, State, Zip Code

DO NOT COMPLETE THIS SECTION UNLESS REQUESTING A LETTER OF CLEARANCE

Your Name _____ (Last, First and Full Middle Name)

Date of Birth _____

Address and dates lived in KENYON _____

\$10.00 Fee for Clearance Letter per person

Information you are requesting:

Please Note: Pursuant to Section 13.03, Subd. 3... You can be required to pay the actual cost of making, certifying and compiling the copies.

I have read the City of Kenyon Police Department Information Disclosure Request Procedures on the back of this request.

Your Signature

FOR OFFICE USE ONLY

DL Identification required at pick up of Police/Accident Reports.

Request handled by:

COMMENTS: (If requested data is classified so as to deny access to the requestor, cite authority for classification).

Request Approved Denied

Charges _____ Authorized Signature _____ Date _____