Data Request Form

Submit to: City Clerk, City of Oakdale, Minnesota
1584 Hadley Avenue N. Oakdale, MN 55128

A. To be Completed by Requester only if requested documents are to be mailed or emailed to the Requester, or if the Requester asks to be contacted when the data is ready to be picked up.

Requester Name (Last, First, M.):	Phone Number:
Street Address:	Date of Request:
City, State, Zip Code:	Email Address:
Signature:	
Per MS §13.05, subd. 12, persons are not required to identify themselves, or state a reason for, or justify a request for public data.	
Description of the Information Requested. Please specify dates or timeframes, if relevant:	

B. To be Completed by City of Oakdale

Department Name:	Handled by:
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 statute section:	
Per MS § 13.03, subd. 3, authorizes us to charge fees to recover costs to provide copies of data, including costs associated with searching, compiling, copying, mailing, or otherwise transmitting data. Prepayment is required prior to receiving copies of data. We do not charge for inspection of data or for separating not public data from public data.	
Copy Charges: ☐ 10 - 100 pages -_____Pages x .25¢ per page = _____ ☐ Over 100 pages (electronic or paper) or over 1.5 hours for search and retrieval Employee Time:_____Hours = _____ ☐ Other Charges = _____ ☐ Special Rate:_____(attach explanation) = _____ Total Charges: $ _____	Identity Verified for Private Information: ☐ Identification: Driver's License, State ID, Etc. ☐ Comparison with Signature on File ☐ Personal Knowledge ☐ Other:
City Authorized Signature: _____ Date: _____	