



## REQUEST FOR INFORMATION UNDER THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

[Minn. Stat. Chapter 13](#), known as the Minnesota Government Data Practices Act, governs the collection, creation, storage, maintenance, dissemination, and access to government data in government entities. In compliance with the Government Data Practices Act, the City of Rochester has adopted a [Data Practices Policy](#).

All requests for government data should be directed to the Responsible Authority, the City Clerk. You are advised that information you provide to the City as part of this request is subject to the Minnesota Government Data Practices Act, and is classified as public information.

**You can make a data request by completing this form:**

### *Step 1*

WHAT data are you requesting? Briefly describe what information you are seeking, being as specific as possible.

Is this data about you (that you personally are the subject of)?

Yes      No

### *Step 2*

WHEN was the data created? Enter a starting (from) and ending (to) date, and we will search for data within that date range.

From: \_\_\_\_\_ To: \_\_\_\_\_

### *Step 3*

WHO might have the data? Your request may be handled by various departments depending upon the type of data requested. If you believe specific people, roles, or departments may have data you are requesting, identify them here.

### *Step 4*

HOW can we contact you?

Any of this information is optional, but we need some way to contact you about your request.

Name:

Email:

Other contact information: