



Public Records Request Form

14669 Fitzgerald Avenue North, Hugo, MN55038 • (651) 762-6300 • www.ci.hugo.mn.us

MN State Statutes, Chapter 13 created the Minnesota Government Data Practices Act (MGDPA). Under the provisions of the law, the compliance official for the entity controls how government data are collected, created, maintained, and released. The law also outlines a maximum payment for copies and time related to the dissemination of the requested information.

I, (Please print full name) _____

Current Address _____ City _____ State _____ Zip Code _____

Telephone Number _____

Request the following information:

Signature of requester _____ Date _____, 20__

Request Completed by _____ Date _____, 20__
Michele Lindau – Data Compliance Official

Cost of copies:

\$.25/page under 100 pages _____

Over 100 pages or electronic copies will be at the actual cost:

Records search (\$55/hr) _____

\$.30/page _____

Postage _____

Total payment due _____