



# Public Records Request Form

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

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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 (\$60/hr) \_\_\_\_\_

\$.30/page \_\_\_\_\_

Postage \_\_\_\_\_

**Total payment due** \_\_\_\_\_