



GUIDELINES AND PROCEDURES FOR THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

Exhibit 4

GENERAL DATA ACCESS REQUEST

Notice: You may cancel this request at any time prior to the release of information. You may be required to pay the actual costs of making copies and/or compiling data if your request exceeds 100 pages. Smaller requests cost 25 cents per page.

Note: The subject of the data request must authorize the release of private information to the subject's agent or another agency. A "Consent to Release Private Data" must be completed by the subject of the data.

Completed by Requester

Name (Last, First, MI) Date of Request

Street Address Phone Number Email Address

City, State, ZIP

You do not have to provide contact information to view or obtain public data. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us. All requests to view or receive private or confidential data must be made in writing to verify identity.

I am requesting access to data in the following way: (Note: Inspection is free but the City of Cologne charges for copies.)

- Inspection Copies Both inspection and copies Audio recording

Description of the information requested: (attach additional sheets if necessary):

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Completed by City of Cologne

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 MN Statute if applicable:

Charges: None Photocopy pages x 25 cents = \$ Special Rate Other: Explanation:

Authorized Signature Date