

MPD RECORDS INFORMATION UNIT (RIU)  
350 South 5<sup>TH</sup> Street, Room 31  
Minneapolis, MN 55415 612-673-2961

**DATA PRACTICES  
REQUEST FORM**

SEND REQUESTS TO:  
[datapactices@minneapolismn.gov](mailto:datapactices@minneapolismn.gov)  
FAX: 612-673-2239

The Minneapolis Police Records Information Unit receives and processes requests for data held by the MPD in accordance with the Minnesota Data Practices Act.

**REQUESTOR OPTIONAL:** \_\_\_\_\_ **PHONE OPTIONAL:** \_\_\_\_\_ **FAX OPTIONAL:** \_\_\_\_\_  
**EMAIL OPTIONAL:** \_\_\_\_\_ **ADDRESS OPTIONAL:** \_\_\_\_\_  
**DATE REQUESTED:** \_\_\_\_\_



**INFORMATION REQUESTED:**

- AUDIOTAPE (Interview) - \$25 EACH
- COPY OF "OTHER TYPE" VIDEO- \$30 EACH
- EMPLOYEE PAYROLL RECORD - .25 CENTS/PAGE\*
- INTERNAL AFFAIRS OFFICER SUMMARY – .25 CENTS/PG\*
- MOTOR VEHICLE RECORDING DVD (SQUAD) - \$30 EACH
- PERSONNEL RECORD- (PUBLIC) – .25 CENTS/PAGE\*
- POLICE OFFICERS PATROL LOGS – .25 CENTS/PAGE\*
- STATISTICAL DATA – .25 CENTS/PAGE\*
- STREET CAMERA VIDEO -\$30 EACH (ENTER LOCATION)
- TASER VIDEO - \$30 EACH
- PHOTOS TO CD - (DIGITAL - \$13 OR NON-DIGITAL - \$15)
- 3.5 x 5 PHOTO PRINTS- \$10 BASE + .25 CENTS/PER PHOTO
- 8 X 12 PHOTO PRINTS--\$10 BASE + \$1.00/PHOTO
- POLICE REPORT, 25 CENTS/PAGE

**CASE CONTROL # IF KNOWN:** \_\_\_\_\_ **DATE OF INCIDENT:** \_\_\_\_\_  
**LOCATION:** \_\_\_\_\_ **NATURE OF INCIDENT:** \_\_\_\_\_  
**NAME OF PERSON (S) INVOLVED:** \_\_\_\_\_  
**ADDITIONAL INFORMATION TO HELP US LOCATE THE DATA:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**STREET CAMERA INTERSECTION:** \_\_\_\_\_ **STREET CAMERA DATE:** \_\_\_\_\_  
**STREET CAMERA TIME FRAME (30 MINUTE INCREMENTS):** \_\_\_\_\_  
**QUANTITY REQUESTED** \_\_\_\_\_

## Minneapolis Police Records Information Unit's Data Practices Request Form Information:

The MPD cannot require a requestor to identify themselves or provide a reason for their request. Not providing this information will remove our ability to:

- Contact you to clarify your request or notify you of extra costs or delays.
- Work with you to obtain exactly the information you need.
- Notify you that your request is complete.

**Data subject rate is .10 cents per page:** Requests made by the subject of the data will be charged using the data subject rate and will not include additional staff time for research.

**Flat Rate is .25 per page:** Requests of 100 or fewer pages without additional costs besides the copy fee will be charged using the Flat Rate.

**Mailing - Actual costs:** The mailing fee will reflect the actual cost of mailing, including postage, envelopes, and labels.

**Certifications - \$5.00:** The fee for certifying copies is \$5.00 each in addition to the copying or other associated charges, if any.

**\*Special Rate - \$30.00 per hour plus .10 cents per-page for copying.** Requests of more than 100 pages will be charged using the special rate.

**Reformatted Data:** If the City has the data that is asked for but does not keep the data in the form the requestor wants, the City may not be able to give the data in that form. If the City can put the data in the form requested, they will let the requestor know how long it will take to provide the data and how much it will cost. Costs may include staff time and other fees associated with responding to the request.

**\*\*Street Camera Video:** If the Street Camera Video requested is **over 14 days old, the video will not be available** due to data storage capabilities. The DVD is formatted to open in a Windows application. There are no guarantees that the video cameras were functional or pointed in the direction of the event at the specified time of the event. The MPD cannot offer refunds even if the event in question was not captured on the video. Pre-payment is required prior to creating a DVD copy of the video. Please enter the Street Camera Date and Location information in 30 minute time increments on the Data Practices Request form.

**Payment:** The MPD Records Information Unit only accepts cash or check. Please make checks payable to the City of Minneapolis.

**Pre-Payment:** Pre-payment will be required when requests are valued at \$10.00 and over, as well as all requests for video/audio.

**Public Information:** Public data is releasable without a signed authorization.

**Private Information:** A Signed Authorization is required when the data contains private information about the requestor or their minor child. Proof of identity will be required for private data release.

**Time Frame:** Data subject requests will be returned within 10 business days (excludes weekends and holidays) once payment has been received. All other requests will be returned in a reasonable amount of time.

Call the Records Information Unit at 612-673-2961 or email [datapracitices@minneapolismn.gov](mailto:datapracitices@minneapolismn.gov) for questions regarding this form.

\_\_\_\_\_  
**Requestor's Printed Name**

\_\_\_\_\_  
**Requestor's signature** acknowledging that the person completing the form has read and understands the contents, including fees for service.

Check box in lieu of signature if electronically submitting.

**DATE:** \_\_\_\_\_

**SUBMIT**