



# Becker County Sheriff's Office

925 Lake Ave, Detroit Lakes, MN 56501

Phone: 218-847-2661

Fax: 218-847-1604

## Request for Information

Date of Request:

**Note:** Some requests and copies of data are subject to the fee schedule as outlined in the 'Guide for Members of the Public Requesting Public Information' on page 2 of this request. Payment must be made before copies are provided. There is no charge to inspect data. If you are requesting private data about yourself, you will be required to provide proof of identity before we will provide the data to you. Please read the Guide for Members of the Public Requesting Public Information for more information on how to request government data and how we may respond.

I am requesting the following data: (Please include as much detail as possible about the records being requested)

Contact Information: (optional)

Name:

Address:

City/State/Zip:

Phone:

Email:

You do not have to provide any of the above contact information. However, if you want us to send you copies of data, we will need some type of contact information; or if we do not understand your request and need to get clarification from you, we will need some type of contact information to able to begin processing your request until you contact us.

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### OFFICE USE

Request Type: ☐ In person ☐ Mail ☐ Phone ☐ Fax

Request Handled by: \_\_\_\_\_

Requested by: ☐ Subject of Data ☐ Non Subject of data

The data requested is classified: ☐ Public ☐ Private ☐ Confidential

Request: ☐ Approved ☐ Denied ☐ Approved in part (explain in below)

Action taken: \_\_\_\_\_

\_\_\_\_\_

# Guide for Members of the Public Requesting Public Information

The Becker County Sheriff's Office will attempt to respond promptly to all reasonable requests for public data. Minnesota State Statute, 13.04 subd. 3, states that the agency holding the information has 10 business days to respond to the request of the information. If the data requested is classified as confidential, private, non-public or protected no public, the Becker County Sheriff's Office shall inform the requesting individual orally, at the time of the request, citing the applicable statute or regulation prohibiting the Becker County Sheriff's Office from release the data. Any complaint or dispute regarding the gathering, storage or dissemination of public information by the Becker County Sheriff's Office should be directed, in writing, to the Responsible Authority.

Any time a question exists regarding a request to access to data, inquiries should be directed to the responsible authority or designee. If any individual wishes to visit the Becker County Sheriff's Office for the purpose of inspecting specified public data, the Becker County Sheriff's Office will schedule a convenient time between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday (except legal holidays) for the purposes of reviewing such data.

If an individual desires to have certain public information copies, whether before or after inspection, the Becker County Sheriff's Office reserves the right to charge the individual the reasonable cost for materials, including paper to be used to provide the copies at twenty five cents (.25) per page.

**Anything over 100 pages, charges will apply to:**

1. Labor required to prepare the copies;
2. Mailing of the copies;
3. Other unique production-type expenses if photographs, machine-based recording systems or computers are involved.

**BASIC CHARGES—**

Information to be put on a CD/DVD = \$10.00

Transcription of information = hourly rate of employee doing the typing