



ANOKA POLICE DEPARTMENT

REQUEST FOR RECORDS

275 Harrison Street, Anoka, MN 55303
Office: 763-576-2800 Fax: 763-576-2802 email: pdrecords@ci.anoka.mn.us
Office Hours: Monday-Friday, 8am-4:30pm

PERSON REQUESTING RECORDS

Print Name:		Date of Birth:
Address:		
Phone:	Email:	

CLASSIFICATION OF DATA:

- I am the subject of the data.
 I am not the subject of the data.

If the information you are requesting is about you personally, then you are the "subject of the data".

I understand that the Anoka Police Department will make the final determination as to the release of information as per standards set forth by the Minnesota Government Data Practices Act and fee schedules. All data will be redacted in accordance to MN Statute 13.82. The Anoka Police Department **responds to requests within seven (7) business days of receiving the request. (large requests can take longer to fill than seven business days)**

Signature:	Date:
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There is a fee of 25¢ per page with the exception of landlords.

RECORDS REQUEST ONLY – NOT FOR BWC OR SQUAD VIDEO REQUESTS

Case Number: (if known)	Incident Date/Time:
Incident Location:	
Name(s) and date(s) of birth of individuals involved (if known):	Type of Data Sought: <input type="checkbox"/> Police Report (.25 per page) <input type="checkbox"/> Photos on CD (\$25 fee) <input type="checkbox"/> Photos on Paper (\$5 per page) <input type="checkbox"/> Video on CD (\$25 fee per video)
Describe the records requested (IE: accident report):	Number to call when ready if different from above:

THIS SECTION FOR OFFICE USE ONLY

Request Received By:	Date:	Identification Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No
Records Provided: <input type="checkbox"/> Yes – Date: _____ <input type="checkbox"/> No – Case Still Active <input type="checkbox"/> No – Private or Confidential Data	Fee Required: <input type="checkbox"/> Yes – Amount Due: _____ <input type="checkbox"/> No – under 3 pages <input type="checkbox"/> No – Landlord Exception	

Minnesota Government Data Practices Act: This information is not legally required but used for the sole purpose of facilitating access to the data. Once the request has been completed, this form will constitute a public record. The purpose and intended use of this information is to process your request, contact you if additional information is needed and, when requesting private or confidential data on individuals, to determine authority to access the data.