**CITY OF LA CRESCENT DATA DISCLOSURE REQUEST & COST CALCULATION FORM**

Fees charged are in accordance with MN Statutes Section 13.03 (3).

**A. Completed by Requester**

You are being asked to supply the following information that may be private or confidential data about yourself. The data will be used by this department and those employees whose job reasonably requires access to the data to determine if you have the right to access the requested data. The contact information will be used to let you know when the requested data are available. Refusal to supply the information may result in a delay of the availability of the requested data. If you refuse to supply the information then it is your responsibility to contact the necessary department to determine the status of the request.

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| **REQUESTER NAME (Last, First, M.):** Beryl Lipton | **DATE OF REQUEST: 04/12/2020** |
| **STREET ADDRESS: MuckRock News DEPT MR** 104997 **411A Highland Ave**  | **PHONE NUMBER:**  **617-299-1832** |
| **CITY, STATE, ZIP CODE: Somerville, MA 02144** | **SIGNATURE: signature (1).png For**  Beryl Lipton |
| **DESCRIPTION OF THE INFORMATION REQUESTED:**  **Please see next page for full request.** |

**B. Completed by Department**

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| **DEPARTMENT NAME:**   | **HANDLED BY:** |
| **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 STATUTE SECTION:** |

|  |  |
| --- | --- |
| **ESTIMATED CHARGE FOR THIS SERVICE:****🞎 NONE****🞎 Copies B&W \_\_\_\_\_ Pages x \_\_\_\_\_ Rate \*** **Copies Color \_\_\_\_\_ Pages x \_\_\_\_\_ Rate \*****🞎 Staff Time \_\_\_\_\_ hrs. x \_\_\_\_\_\_ Rate =**  **Staff Time \_\_\_\_\_ hrs. x \_\_\_\_\_\_ Rate =** **🞎 Postage, Mailing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ =**  **\*Tax (7.875%) =**  **TOTAL DUE**  | **IDENTITY VERIFIED FOR PRIVATE INFORMATION:**🞎 IDENTIFICATION:  DRIVER’S LICENSE, STATE I.D., etc.🞎 COMPARISON WITH SIGNATURE ON  FILE🞎 PERSONAL KNOWLEDGE🞎 OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **AUTHORIZED SIGNATURE: DATE:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

To Whom It May Concern:

Pursuant to the Minnesota Government Data Practices Act, I hereby request the following records:

Materials related to and sufficient to show all instances of alleged or actual inappropriate or illegal behavior or actions resulting in compensation or expenditures involving this agency. These include, but are not limited to, all records related to instances in which a weapon was used or discharged.

Responsive materials include records of all settlements (formal and informal) and payments to which this agency was or is a party for the period from January 1, 2010 through the date this request is processed. Responsive materials include those for matters and legal claims resolved prior to the initiation of any litigation.

In particular, materials responsive to this request include all reports, lists, databases, spreadsheets, and other documentation detailing incidents of legal claims or other allegations requiring compensation for claimants, attorneys, or any other party.

If spreadsheets or similar documents are available in response to this request, please provide all segregable data, including but not limited to:

The nature of the claim or legal matter
The claimant and other parties involved
The relevant case and tracking numbers for court and internal systems
The date the lawsuit was served or litigation commenced
The final disposition or current status of the case, including whether a case is still pending
The amount spent to date as a result of the legal engagement
The amount paid to any parties related to the legal claim, including any city payout and any non-monetary compensation

This request is being made by a journalist as part of a journalistic investigation. It is being submitted to your agency because a member of your community requested it be included in our effort. There is no commercial interest in this request, and its submission and the release of materials is in the public interest.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

If you have any questions about this request, please contact the email address associated with this request or leave a message at 617-299-1832.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days.

Sincerely,

Beryl Lipton