



7550 Sunwood Drive NW • Ramsey, MN 55303
City Hall: 763.427.1410 • Fax: 763.427.5543
www.cityoframsey.com

Information Disclosure Request Minnesota Government Data Practices Act

A. To be Completed By Requester

Requester Name _____ Date of Request _____
(Last, First, MI)

Street Address, City, State, Zip Code _____

Phone Number _____ Email _____

Signature _____

Description of the Information Requested

Return to City Clerk Katie Schmidt by email to kschmidt@cityoframsey.com –or–
mail to City of Ramsey, ATTN: Katie Schmidt, 7550 Sunwood Drive NW, Ramsey, MN 55303

B. To Be Complete by Department

Department Name _____ Request Taken By _____

Information Classified As ☐ Public ☐ Non-Public ☐ Private ☐ Protected Non-Public ☐ Confidential

Action Taken ☐ Approved ☐ Approved in Part (*explain below*) ☐ Denied (*explain below*)

Remarks or Basis for Denial Including Statute Section

Charges

☐ None

☐ Photocopy _____ Pages X _____ cents = _____ ☐ Special Rates _____ (*attach explanation*)

☐ Other _____ (*attach explanation*)

Identity Verified for Private Information

☐ Identification: Driver's License, State ID, etc.

☐ Comparison with Signature on File

☐ Personal Knowledge

☐ Other _____

Authorized Signature _____ Date _____