

Data Request Response

Requester:

Entity Responder:

Request Date:

Response Date:

Description of request:

Response:

- Responsive data are attached
 - Responsive data will be provided upon payment of copy costs (see next page)
 - Data are private and data subject has not provided identification. Data will be provided upon confirmation of identity.
 - Data are not public under Minn. Stat. §: _____
 - No responsive data exist
-

Additional notes regarding the request:

Copy Cost Calculations

- Less than 100 pages of black and white, letter or legal-size paper copies¹

Number of copies: _____ x \$.25 = \$ _____

- More than 100 pages or electronic data²

Cost of media (paper, flash drives, etc.)	
Mailing costs	
Employee time to prepare copies ³ (\$ _____ x _____ hrs)	
Employee time for search and retrieval ⁴ (\$ _____ x _____ hrs)	
Employee time for search and retrieval (\$ _____ x _____ hrs)	
Employee time for search and retrieval (\$ _____ x _____ hrs)	
Miscellaneous costs for reproduction entity cannot do	
TOTAL	

¹ Minn. Stat. § 13.03, subd. 3(c): “[I]f 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the responsible authority may charge no more than 25 cents for each paid copy.”

² Minn. Stat. § 13.03, subd. 3(c): “If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data.” See also: <https://mn.gov/admin/data-practices/data/rules/copy-costs/actual-cost/>.

³ Employee time must be calculated based on the wages/salary (may include benefits) of the lowest-paid entity employee who can complete the task. (See [Advisory Opinion 04-056](#).)

⁴ See previous footnote.