



# Data Request Form

REQUESTED BY		DATE	
NAME			
COMPANY			
STREET ADDRESS			
CITY		STATE	ZIP
PHONE	FAX		
Please give complete details of your request:			
<p>Minnesota Statutes Section 13.03, subdivision 3, authorizes us to charge fees to recover our costs to provide data including, but not limited to, costs associated with searching, compiling, copying, mailing or otherwise transmitting data. If you choose to purchase the data, follow the instructions below:</p> <ol style="list-style-type: none"> <li>Obtain purchase price of the data from the department.</li> <li>PREPAYMENT IS REQUIRED. To obtain the described data, submit payment along with a copy of this form. Upon receipt of the payment, the data will be forwarded to you.</li> </ol>			
<b>DATA COSTS:</b>		ESTIMATED COST	INITIALS
<p>*Pricing . . . No charge for 10 pages or less. If more than 10 pages of material are produced: \$0.25 per page copying costs The first 1/2 hour of preparation time is free; \$18.00/hour after the first 1/2 hour; charges based on quarters of an hour.</p> <p>Except . . . . 100 or fewer pages of public data, black &amp; white, legal or letter size \$0.25/page (\$0.50 doublesided) no other costs will be assessed</p> <p>Other Data Costs: \$0.50 each for audio tape, video tape or computer disk \$0.75 for photos (per page) \$8.00 per 1000 labels \$1.00 per page for Certification cost Shipping/Postage - actual cost</p> <p><i>*Explanation of charges:</i></p> <ol style="list-style-type: none"> <li>There is no charge for computer or non-computer data provided to other state or federal agencies, or data provided for law enforcement purposes; provided the request is not unduly burdensome.</li> <li>We charge for copies and staff time to make copies. (Hourly salary and fringe benefit costs of the person copying and preparing the document)</li> <li>We do not charge for only viewing public data.</li> <li>We do not charge for segregating public from non-public data.</li> <li>Data costs may be changed periodically to reflect increases/decreases in actual costs.</li> </ol>		<p>SOURCE CODE <b>2K30</b></p> <p><b>MAKE CHECKS PAYABLE TO:</b> Minnesota Dept. of Agriculture</p> <p><b>Send payment with this form to:</b> Minnesota Dept. of Agriculture Attn: Cashier 625 Robert St. N. St. Paul, MN 55155-2538</p> <p>NOTE: If requestor is no longer interested in obtaining described data, requestor should disregard this bill. If more than 30 days have passed since receiving this bill, and requestor is still interested in obtaining the described data, a new request must be submitted.</p>	
COMPLETED BY	DATE	TOTAL COST	