

**DOCUMENT REQUEST**  
**EDINA POLICE DEPARTMENT**  
**4801 West 50th Street, Edina, MN 55424 ♦ 952-826-1610**

*Note: State and Federal laws regulate the release of law enforcement data. The subject of the data request must authorize the release of private information to the subject's agent or a other agency. An "Informed Consent to Release" must be completed by the subject of the data.*

**REQUESTOR IDENTIFICATION (Print Full Name & Address)**

Name:	Date of Request:
Current Address:	Phone:
Signature:	Cell:
Identification if needed (driver's license/other)	
Date of Birth (if needed)	

**Request Information**

Case No (s)	Incident Date:	Time of Incident/Call:
Location:		
Requestor Involvement:	Report Type:	Status of Case:
Date of Birth:		

Inspection Only:	Copy (s) of Report:	Case File Copy:	<input type="checkbox"/> Local Record Check <input type="checkbox"/> Summary Report (Attach "Request for Summary Data" Form) <input type="checkbox"/> Other _____
Copy 911:	<input type="checkbox"/> Phone Call <input type="checkbox"/> Radio	<input type="checkbox"/> Police <input type="checkbox"/> Fire	<input type="checkbox"/> Other Radio Channels
911 Transcript	<input type="checkbox"/> Phone Call <input type="checkbox"/> Radio	<input type="checkbox"/> Police <input type="checkbox"/> Fire	<input type="checkbox"/> Other Radio Channels

**DEPARTMENT USE ONLY:**

Requester is: ___ Data Subject ___ Not Data Subject ___ Signed Release Attached
Request Type: ___ In Person ___ By Mail Date Received _____
Identification Viewed: Driver License _____ Other _____
Data Classification: ___ Public ___ Non-Public ___ Protected Non-Public ___ Private ___ Confidential
Request: ___ Approved ___ Denied                      Applicable Fees: _____ Paid ___ Date _____
Reviewed and released by: _____ Date Released _____
Comments:

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**REQUEST FOR SUMMARY DATA**

**What is Summary data?**

Summary data is statistical records and reports derived from data on individuals, but in which individuals are not identified. Summary data can be in the nature of summary service data on specific addresses or summary data pertaining to a specific incident.

**Requests for Summary Data**

**Persons wishing access to Summary data must submit a written request to the Responsible Authority or Designee. The written request must contain the following: (complete other side)**

- The precise nature and detail of the data desired;
- The date(s) or date range(s) to be searched;
- The specific location (s) to be search;
- The purpose for which the Summary data is being requested;
- Willingness to pay, either in advance or upon receipt, any reasonable cost and fees incurred to prepare and copy the Summary data;
- Acknowledgment that the requester may have to sign a "Nondisclosure Agreement" as may be required by law, and;
- Written request is signed and dated by the requester.

**Processing Summary Data**

- The Responsible Authority or Designee will take requests for Summary data only during normal business hours (8:00 a.m. - 4:30 p.m., excluding weekend and legal holidays).
- Requests that are missing information will be returned to the requester noting what additions or changes are necessary;
- The Responsible Authority or Designee will process appropriate requests with an acknowledgment sent to the requester. This will be done within 10 working days of receipt of the request. This letter may contain any of the following:
  - 1) Estimated cost of providing the Summary data requested
  - 2) The Summary data requested
  - 3) The time schedule in which the Summary data will be provided and the reason(s) if the respond time will be over 15 working days;
  - 4) A schedule of dates and times the requester may come to the Edina Police Facility to access Private or Confidential data so they can prepare the Summary data themselves, or;
  - 5) The reason(s) why the request for Summary data is being denied
- Preparing Summary data necessitates removing from a set of data, file, report or record keeping system all unique personal identifiers so that the data that remains fulfills the definition of summary data as defined in MS13.02 Subd. 19.
- Approved requests for Summary data may necessitate the preparation of a "Nondisclosure Agreement" by the Responsible Authority or Designee.

**PLEASE COMPLETE SUMMARY DATA REQUEST FORM**

## REQUEST FOR SUMMARY DATA

EPD 0641-S (1/1/07)

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**Nature and detail of data desired:**

**Date(s) or range(s) of dates to be searched:**

**Specific location(s) to be searched:**

**Purpose for which the Summary data is requested:**

### REQUESTOR IDENTIFICATION (Print Full Name & Address)

Name:	Date:
Address:	Phone:
Signature:	
I acknowledge by signing that I agree to pay the fee associated with gathering the summary data and may have to sign a Nondisclosure agreement as defined in MS13.02 Subd. 19.	

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### DEPARTMENT USE ONLY:

Requester is: <input type="checkbox"/> Data Subject <input type="checkbox"/> Not Data Subject <input type="checkbox"/> Signed Release Attached	
Request Type: <input type="checkbox"/> In Person <input type="checkbox"/> By Mail	
Identification Viewed: <input type="checkbox"/> Driver License <input type="checkbox"/> Other _____	
Data Classification: <input type="checkbox"/> Public <input type="checkbox"/> Non-Public <input type="checkbox"/> Summary Data <input type="checkbox"/> Private <input type="checkbox"/> Confidential	
Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Applicable Fees: _____ Paid <input type="checkbox"/> Date _____
Completed by _____ Date _____	

