



Anoka County Sheriff's Office

Data Request Form

Tennessee Warning

You are being asked to supply personal information regarding your request for data from the Anoka County Sheriff's Office. Before supplying such information, you are hereby informed of the following:

- A. The information you are being asked to provide is classified as "public", "private" and "confidential" pursuant to the Minnesota Government Data Practices Act.
- B. The purpose of collecting this information is to appropriately process your data request.
- C. You are not required to supply the requested information, but not doing so may hinder our ability to process your request.
- D. The information you provide can be accessed by Anoka County Sheriff's Office staff members, Anoka County attorneys, and others in accordance with the Data Practices Act.



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REQUESTING DATA AND INFORMATION

Public Data: Government data that are available to anyone for any reason.

Private Data: Government data about a person that are available to the person but not to the public.

Confidential Data: Government data about a person that are not available to the person or the public.

Nonpublic Data: Government data about businesses/organizations/inanimate objects that are available to the businesses/organizations but not to the public.

Protected Nonpublic Data: Government data about businesses/organizations/inanimate objects that are not available to the businesses/organizations or the public.

If you are not the data subject, the government must respond **within a reasonable amount of time**. The government cannot require you to identify yourself or ask why you are requesting the information. If you are the data subject, the government must respond immediately **or within ten business days**.

VERIFYING IDENTITY

The Anoka County Sheriff's Office is required by law to confirm the identity of a party requesting private data to ensure that only authorized individuals have access. A list of acceptable identification types is listed below.

Standard For Verifying Identity:

Unless the identity of an individual requesting private data can personally be verified by an Anoka County Sheriff's Office employee, the data requestor may be required to confirm their identity through the display of a valid proof of identity at the time of inspection, or by providing the Anoka County Sheriff's Office with a copy of a valid proof of identity before the data is sent to the requestor.

The Following Constitutes Proof of Identity:

An adult individual must provide a valid photo ID such as: Driver's license, state issued ID, tribal ID, military ID, passport, or foreign equivalent of any of the above.

Parent or guardian of a minor must provide a valid photo ID and either a certified copy of the minor's birth certificate, or a certified copy of documents that establish the parent or guardian's relationship to the child.

The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as a court order or valid power of attorney.

COST OF DATA

The Data Practices Act allows government to charge for government data, including copies of data and the time to process the request. The Anoka County Sheriff's Office does assess fees for all data requests allowed by statute. The allowable amount depends on whether the requester is a member of the public or a data subject, and statutory requirements relating to copy charges are in Minnesota Statutes, sections 13.03 (members of the public), sections 13.04 (data subjects), and Minnesota Rules 1205.0300, subpart 4.



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Requestors are not required to provide identifying or contact information to inspect or receive public data. However, we will need an email or physical address to send data to if that is the requested delivery method. Additionally, if you do not provide contact information, we may not be able to process the request if we have clarifying questions or contact you for pickup/inspection. Identifying information is required to request private and nonpublic data.

Name **Request Date**

Email Address **Address** **Phone Number**

DESCRIBE DATA BEING REQUESTED (Please be as specific as possible)

Parent/Guardian Name (if applicable)

Case Number (if applicable)

HOW WOULD YOU LIKE TO RECEIVE THE DATA? (select one)

- PICKUP EMAIL MAIL INSPECTION

STAFF USE ONLY

Date Request Received

Date Requestor Notified/Data Sent

Classification of Data:

- Public Private Confidential Nonpublic Protected Nonpublic

Data Cost: \$ _____

Payment Received: Cash Check # _____

Request Data from Anoka County Jail

Send completed form to RS-Sheriff-JailRecords@co.anoka.mn.us. Forms will also be accepted via mail or in person at Anoka County Jail, 325 Jackson Street, Anoka, MN 55303.

Request Non-Jail Data from Anoka County Sheriff's Office

Send completed form to RS-SheriffRecords@co.anoka.mn.us. Forms will also be accepted via mail or in person at Anoka County Sheriff's Office, 13301 Hanson Boulevard NW, Andover, MN 55304.

"To protect and serve the community in a manner that preserves the public trust."