



Madelia Police Department

18 Drew Avenue NE
PO Box 158
Madelia, MN 56062

Phone #: (507) 642-3246
Fax #: (507) 642-8556

Records Request

I am requesting the following records from the Madelia Police Department:

Incident Number: _____

Date and Time of the Incident: _____

Description of the Incident and Individuals Involved:

Name and Address where documents are to be mailed or emailed:

Number where documents are to be faxed:

Emails of all documents are of no cost unless the collection and time required exceeds the statutory minimum. I understand that there is a fee of **\$0.25 per page up to 100 pages** for the research, copying, **plus postage costs** of the records requested. Records above 100 pages will be billed at an hourly rate per hour needed to research, copy, and will include postage. I understand that the requests for research will be received and processed during normal business hours. I understand that upon receipt of the request, the documents will be provided to me as soon as reasonably possible, and I understand that it may take up to 10 business days. I also understand that payment must be made prior to the release of any records.

If there is a request for a waiver of fees, a "Waiver of Fee Request Form" must be completed and presented to the Madelia City Council for approval. No Information will be released until this request has been approved.

Signature

Date

Signature of Authorizing Agent

Date