Date

This is a request under the Minnesota Government Data Practices Act.

I am requesting a copy of [insert a description of the data you are asking for here. See examples below]

Please include all public fields of information. [---OR---- Please include all public fields of information, including but not limited to…. --- OR – You could list the fields you want if you’ve had a chance to look at a record layout.]

Based on my conversations with \_\_\_\_\_\_\_\_\_, I understand that your data system is able to export this data as a delimited text file (such as comma-delimited or tab-delimited). That would be my preferred format. If that is not possible, please call or email me to discuss other options.

Please also provide any record layout, codesheets or data dictionary that might be necessary to understand the data.

If there will be any cost associated with my request, please provide me a written estimate in advance of filling this request. In the estimate, please include an hourly breakdown of the work required and the hourly rate that you will be charging me. I will need to get this expense authorized by my supervisor in advance.

When the data is ready, please email me and I will send you a link to upload the data to the Star Tribune FTP service (it’s very easy to use).

If you have any questions or concerns about my request, please reach out to me as soon as possible. I can be reached by phone at XXX-XXX-xxxx or by email at ….

Sincerely,

Your Name  
Title  
Star Tribune  
email  
phone number(s)

EXAMPLE 1:

I am requesting data from your Incident Response System database for all incidents identified as involving a gun between January 1, 2005 and December 31, 2017. Please include all incidents, regardless of whether they resulted in a police report. As we discussed, we’d like to define incidents involving a gun as those coded as ….[insert specific codes here]

Please include all public fields of information, including but not limited to: date/time call received; date/time officer dispatched; date/time officer arrived; date/time officer cleared; priority code; full address; police grid location; incident type code; disposition code.

EXAMPLE 2:

I am requesting data on child care license holders, inspections of their facilities and details on violations as a result of those inspections.

I understand that this information is stored in separate data files. Please provide me the data in the same fashion, including any unique identifiers that will be needed to join the tables together.

For the license data, please include all individuals/organizations who held a valid license at any point between January 1, 2005 and December 31, 2017. Please include all public fields of information, including but not limited to the appropriate fields to identify the current status of that license and when it started and, if applicable, when it expired.

For the inspection data, please include all inspections of these child care providers between January 1, 2000 and present.

For the violation data, please include all violations incurred during the inspections that took place between January 1, 2000 and present.

EXAMPLE 3:

I am requesting payroll data on all Minneapolis School District employees who were paid in 1 or more pay periods during calendar year 2017.

Please provide data for each pay period for each employee, including all public fields of information about their pay and hours worked. This would include, but not be limited to, employee ID number, full name, pay period dates, pre-tax compensation, pay rate, pension contribution, other deductions, taxes withheld, final net pay, hours worked, and overtime hours and pay received, if applicable.

Separately, I would like to request a data file from your human resources database including the same employees, showing the employee ID number, full name, job title, department, employment location, FTE hours, current employment status and any other public fields of information that identify their role in the district.