



AIRPORT POLICE DEPARTMENT

Minneapolis/St. Paul Int'l Airport
4300 Glumack Drive, RM 3255
St. Paul, MN 55111
Phone: (612) 726-5115 Fax: (612) 725-6185
Email: apdrequest@mspmac.org

INFORMATION DISCLOSURE REQUEST – DIGITAL ELECTRONIC DATA

Nature of request:

Crime against person Crime against property Accident – injury to person Accident – property damage

Incident Information:

APD Case Number or CAD Incident Number (if applicable): _____

Date of occurrence: _____ Time of occurrence: _____

Location of occurrence: _____

Type of incident: _____

Persons involved: _____

Camera #'s: (if known) _____

Describe incident: _____

Requestor Information:

Requestor's Name: _____

Address / Organization: _____

Telephone: _____

*** The cost for a copy: \$30.00/disc for CCTV & Video; \$20.00/disc for Audio Recordings; \$15.00/disc for Digital Photos. ***

*** Requests that involve over 2 hours of research will require a deposit of half of the estimated charge amount prior to search. ***

The Airport Police operate an extensive camera system (CCTV) consisting of cameras, monitors, and digital storage of data that covers the terminal and parking structures at the airport, as well as public roadways and airside locations. The primary function of the CCTV system is to enhance security efforts through deterrence, investigation, and active monitoring of on-going incidents. The use of the CCTV system is subject to both MAC policy and Airport Police policy and/or current directives. Any misuse of the system or stored data from the system will result in loss of privileges and possible discipline. You may be charged the cost of searching for and retrieving data, as well as for copies of the data (MN §13.03, Subd. 3).

Revised: 5/15

ForPoliceAdministrationUseOnly

Request Received by: _____ Date: _____

Recorded by: _____ Date: _____

Copied by: _____ Date: _____

Authorized For Release by: _____ Date: _____

Data Classification: Public Data Private Data Confidential Data Public Data Not on Individuals Nonpublic Data

Video Photos Audio Fee Paid:\$ _____ Ext. Search calculations: _____ Minutes to search/copy @ _____ /hr. = \$ _____