



**Minnesota Pollution Control Agency**

520 Lafayette Road North  
St. Paul, MN 55155-4194

# Information Request Form

Records Management

Doc Type: Information Request Form

**Instructions:** Use this form to request information from the Minnesota Pollution Control Agency (MPCA) Records Management Unit via email. Please use Internet Explorer for your Web browser. If you have any questions, please contact the MPCA Records Management Intake/Triage staff at [recordsmanagementintaketriage.pca@state.mn.us](mailto:recordsmanagementintaketriage.pca@state.mn.us) or call 651-757-2728 or 1-844-828-0942. All fields marked with an asterisk(\*) are **required** to be filled in before the form will submit.

1. Complete the form and click on the "Submit" button at bottom of form to place the form into email.
2. You will receive an email response once your request is assigned and then again when it is complete.
3. Please fill out one form for each Information Request.
4. New costs for information requests effective March 28, 2016.
5. Please submit this form **only** through the MPCA website.

## Requester information

Date (mm/dd/yyyy): \_\_\_\_\_

\*Requester name: \_\_\_\_\_ \*Phone number: \_\_\_\_\_

\*Requester email address: \_\_\_\_\_

\*Company name: \_\_\_\_\_

\*Company billing address: \_\_\_\_\_  
*(Address, Street, City, State, Zip)*

## Site/Facility information

\*Site/Facility name: \_\_\_\_\_ Previous site/facility name: \_\_\_\_\_

\*Site address/location: \_\_\_\_\_

\*City: \_\_\_\_\_ Zip code: \_\_\_\_\_ \*County: \_\_\_\_\_

Program(s): \_\_\_\_\_ \*MPCA Preferred ID: \_\_\_\_\_

**Yes - I acknowledge and agree by submitting this Information Request Form that I may be subject to costs as per the current costs schedule.** (The costs schedule can be found on the Estimate for Copy Services form. This form can be found on the MPCA Information Requests website at <https://www.pca.state.mn.us/about-mpca/information-requests>.)  
**I also agree to pay all costs within 30 days of the invoice date.**

## Information requested - Describe the information that you need (be as specific as you can):

**Note:** If a requester chooses not to give any identifying information, the MPCA will provide him/her with contact information so that he/she will be able to check on the status of his/her request. However, if the agency file manager handling the request has questions about it but is unable to contact the requester for clarification, this may result in a delay in processing the request.