

Sample Letter to Request Prevailing Wage Records

Date

To: Campus DPCO (or other designated individual or office)

(To identify DPCO: <http://www.ogc.mnscu.edu/dataprivacy/index.html>)

Re: Request for Prevailing Wage Records Under Minnesota Government Data Practices Act

Dear:

I am requesting the following prevailing wage records relating to [name of construction project]:

- Name(s) of contractors and/or subcontractors (or type of work if unknown);
- Dates of records requested (note: records are to be submitted every two weeks)

I am requesting: __ viewing only (free but I will need to schedule a mutually convenient time with the campus) ; or __ copies of records. I understand and agree that if I request copies of records **I will be charged** in accordance with the applicable copy charge policy as permitted by law. (Description of permitted charges for paper copies or calculation of “actual costs” may be found at: <http://www.ipad.state.mn.us/docs/copycost.html>). Please inform me by [mail, phone call, fax or e-mail] whether I will be required to pay for copies in advance of obtaining them.

____ Tell me when my requested copies are available by contacting me via the following: [mailing address, phone number or FAX number], or __ send them to me at the following address or fax number:

_____.

____ If the records are maintained electronically, I request to receive the records in that medium and they should be sent to the following e-mail address: _____.

____ [Optional.] This is a continuing request, which means I request all prevailing wage records from the above-described contractor(s) as they become available through the end of the project or as I otherwise request.

I understand that the campus has a “reasonable time” in which to respond to my request.

Cc: Campus Facilities Project Manager