



City of North Branch Data Request Form – Member of the Public

Date of request _____

Contact Information

Name: _____

Address: _____

Phone number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

I am requesting access to data in the following way:

☐ Inspection

☐ Copies

☐ Both inspection and copies

Note: inspection is free but we charge for copies as outline on page 6.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

We will respond to your request as soon as reasonably possible.

TO BE COMPLETED BY ADMINISTRATION

Department request sent to _____

Date sent to department _____

Information classified as:

☐ Public ☐ Private ☐ Confidential ☐ Non-Public ☐ Protected Non-Public

Action:

☐ Approved ☐ Approved in part (explain below) ☐ Denied (explain below)

Remarks or basis for denial including statute section:

Date data request received _____

Date data supplied to requester _____

Authorized signature _____ Date _____