

**Data Request Form – Members of the Public**

**City of Owatonna, Minnesota**

Date of request: \_\_\_\_\_

**I am requesting access to data in the following way: (please circle one)**

**Inspection**

**Copies**

**Both Inspection and Copies**

*Note: Inspection is free but the City does charge for copies. Charges are 25 cents per single-sided copy and 50 cents per double-sided copy.*

These are the data I am requesting:

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

**Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

You are not required to provide any of the above contact information. However, if you want us to mail you copies of data, the City will need some type of contact information. In addition, if the City does not understand your request and needs to get clarification from you, without contact information we will not be able to begin processing your request until you contact us. The City of Owatonna will respond to your request as soon as reasonably possible.