



City of Albert Lea
221 East Clark Street
Albert Lea, MN 56007
507-377-4330
Fax: 507-377-4336
www.ci.albertlea.mn.us

Data Request Form - Public

Date of request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

Note: Inspection is free but we charge \$.25 per page for copies. There will be additional charges for CDs, photographs, postage, etc.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use a separate sheet.

Contact Information

Name _____

Address _____

Phone number _____ Email address _____

We will respond to your request within 10 business days or as soon as reasonably possible.

REVISION DATE:

Draft 9/21/15

***** FOR OFFICE USE *****

Information Received/Sent: _____

Designation for Requested Data: _____ Public _____ Private
 _____ Non-Public _____ Confidential _____ Protected Non-Public

Approved: _____ Date: _____
 Employee

Approval by the City Manager is necessary for any data determined not to be public.

Approved: _____ Date: _____
 City Manager