



City of Albert Lea  
221 East Clark Street  
Albert Lea, MN 56007  
507-377-4330  
Fax: 507-377-4302  
[www.cityofalbertlea.org](http://www.cityofalbertlea.org)

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## 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.

**\*\*\* 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