

GENERAL DATA ACCESS REQUEST

NOTICE: You may cancel this request at any time prior to the release of information. You may be required to pay the actual costs of making copies and/or compiling data if your request exceeds 100 pages.

NOTE: The subject of the data request must authorize the release of private information. A "Consent to Release Private Data" form must be completed by the subject of the data.

Completed by Requester

Name (Last, First, MI)

Date of Request

Address

Phone Number

Email Address

City, State, Zip

You do not have to provide contact information to view or obtain public data. However, if you want us to mail or 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 (Note: inspection is free but the City charges for copies)

Inspection Copies Both Inspection and Copies

Description of the information requested (attach additional sheets if necessary)

Completed by the City of Medford

Information classified as:

Public Non-Public Private Protected Non-Public Confidential

Action: Approved Approved in part (explain below) Denied (explain below)

Remarks or basis for denial including MN Statute, if applicable:

Authorized Signature

Date