



Return completed form to:
City Clerk's Office
City of Albert Lea
221 E. Clark St., Albert Lea, MN 56007
507-377-4335
dmaras@ci.albertlea.mn.us

DATA REQUEST - PUBLIC

Date of request: _____

Access to data is requested through the following means:

☐ Electronically ☐ Inspection ☐ Copies ☐ Both inspection and copies

Inspection is provided at no cost. Copies incur a charge of 25 cents per page. Additional fees will apply for items such as CDs, photographs and postage. There is no cost for electronic copies.

Describe the data you are requesting as specifically as possible:

Contact information:

Name _____

Address _____

Phone number _____ Email address _____

Staff will respond to the 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 _____