

City of Lakeland
Data Request Form
(This form is for general data – not *Subject Data*)

Date of Request: _____

Requester: _____

I am requesting access to data in the following way:

Inspection Copies Both Inspection and Copies

Note: Inspection is free but copies cost .25 per page. You must pay for copies before they will be released. If the request is extensive the city may charge per MN State Statute, section 13.04, subdivision 3, the actual cost of making copies.

Actual Cost of Making the Copies

In determining the actual cost of making copies, we factor in employee time, the costs of materials onto which we are copying the data (paper, CD, DVD, etc.) and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to make copies is \$27.50 per hour.

These are the data I am requesting:

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

Contact Information: _____

Address: _____

Phone Number: _____

We will respond to your request within ten (10) business days.