



City of Dayton, Minnesota
Data Request Form – Members of the Public

Date of request:

Please indicate how you wish to receive the requested records:

In office inspection

Pick up copies (*cost*)

Both inspection and copies (*cost for copies*)

Note: inspection is free but we charge for data when the cost is over \$5.00.

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

Name:

Address:

Phone number:

Email address:

You do not have to provide any of the above contact information. However, if you want us to mail/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.

We will respond to your request as soon as reasonably possible.