

## Data Request Form for Public Data

Date of Request \_\_\_\_\_

I am requesting access to data in the following way (Choose One)

Inspection

Paper copies

Inspection and paper copies

Data via flash drive

### **Fees**

- Note: Any request taking more than 30 minutes of staff time to compile may require a fee to be paid before information is released. The fee will be based on staff hours spent compiling the data request.
- Inspection is free, but SWCD will charge for paper copies and/or the cost of flash drive.

### **Requested Data**

Describe the data you request to be released. Be as specific as possible.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Once the data request is received, SWCD staff will contact you within 10 days. If the requested data is not inspected or collected within 5 days of it being made available the SWCD may suspend any further response.