



DATA REQUEST FORM

Submit completed form to:
City of Anoka – Administration
2015 First Ave, Anoka MN 55303
Email: aoehlers@ci.anoka.mn.us
Phone: 763-576-2712

A. To be completed by Requestor

***Note:** According to Minn. Stat. § 13.05, subd. 12, persons are not required to identify themselves, or state a reason for, or justify a request for public data. Completion of this section is voluntary. Providing us with this information provides direction on where to supply the requested data to. If you choose not to complete this section, please indicate on this sheet how the requested data will be retrieved by the Requester or their designee.*

Name	
Mailing Address	
City, State, Zip	
Phone Number	
Fax Number	
Email Address	
Date of Submittal	
Signature	

Description of data being requested	
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**when providing description, please be specific and detailed so that we may effectively and efficiently process your request. Provide date(s) of data requested and specifically describe the type of data that you are requesting.*

Please provide data: by mail by fax by email (if possible) Requester pick up

NOTICE: Upon submitting this request for data, you are hereby agreeing to pay all costs associated with the request, as allowed per Minnesota Statutes.

Minn. Stat. § 13.03, subd. 3, authorizes the City to charge fees to recover costs to provide copies of data, including costs associated with searching, compiling (employee time is calculated as wage + benefits), copying, mailing, or otherwise transmitting data. We do not charge for inspection of data or for employee time spent separating not public data from public data.
