



Data Request Form – Members of the Public

City of Hastings

Date of request: _____

I am requesting access to data in the following way:

Note: inspection is free but note policy which is clarified in Data Access Policy for Members of the Public.

Inspection Copies Both inspection and copies

These are the data I am requesting:

Note: 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 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.

The City of Hastings will respond to your request as soon as reasonably possible.