

Data Request Form – Public Requestor

Request Date:

MDA Data Practices Contact:

The data I am requesting.

Describe the data you are requesting as specifically as possible.

I am requesting all email records for the entire months of November 2019 and December 2019 for employee Doug Lueders, pertaining to the key word; AAFCO.

I am requesting that the records be provided to me digitally.

I am requesting access to data in the following way.

Inspection

Copies

Both inspection and copies

Note: Inspection is free but we will charge for copies if the total charges are \$50.00 or more. Please refer to MDA's data practices webpage for information on copy costs

Contact information (optional)*

Name:

Address:

City:

State:

Zip:

Phone:

Email:

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

* You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. Also, In the event we have a question about your request, we will not work on your request until we can clarify it with you.