




# Data Request Form

## Requester Complete Items 1-7:

1. DATE OF REQUEST <b>11/14/19</b>	<b>REQUESTER NOTES:</b> A. Identification is not required for public data; Contact information is required for us to be able to provide the requested data. B. Identification is required for release of private or nonpublic data. C. <u>You must have the complete name and date of birth if you are requesting a background check on an individual.</u> D. Disclosure of information depends on the data requested and the status of any related case or investigation. E. The City may require pre-payment or may provide a phased response depending on the request.
2. REQUESTER NAME <i>(Last, First, Middle)</i> <b>Haskins, Caroline</b>	
3. ADDRESS <b>MuckRock News DEPT MR 83134 411A Highland Ave., Somerville, MA, 02144</b>	
4. PHONE (Home/Cell) <b>6172991832</b>	
5. FAX # (if applicable)	
6. DESCRIPTION OF DATA REQUESTED <input type="checkbox"/> Inspection <input checked="" type="checkbox"/> Copies <input type="checkbox"/> Both Inspection and Copies  <b>See Attachment</b>	
7. SIGNATURE  for Caroline Haskins	

## To Be filled out by the City:

<b>REQUEST TYPE:</b> <input type="checkbox"/> In-person <input type="checkbox"/> Mail <input type="checkbox"/> Phone	<b>REQUESTED BY:</b> <input type="checkbox"/> Subject of data <input type="checkbox"/> Not Subject of data
<b>DATA REQUESTED IS CLASSIFIED:</b> <input type="checkbox"/> Public <input type="checkbox"/> Private/Nonpublic <input type="checkbox"/> Confidential/Protected Nonpublic	
<b>RESPONSE (provide notes for checked boxes)</b> Clarification Requested: _____ Pre-payment: _____ Estimated Cost: _____ Phased Response: _____	
<b>REQUEST</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved in Part <i>(explain in REMARKS)</i>	<b>REQUEST HANDLED BY:</b> _____
<b>REMARKS:</b> Not Public Data Has Been Removed. Mailed _____ Faxed _____ In Person _____	<b>ADDITIONAL REMARKS:</b> _____
<b>PAYMENT DUE:</b> _____ <b>PAYMENT RECEIVED:</b> _____	