

# Exhibit B

## City of Brainerd Data Request Form – Requesting Public Data

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**Request Date:** \_\_\_\_\_

**The data I am requesting:**

*Describe the data you are requesting as specifically as possible.*

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**I am requesting access to data in the following way:**

- Inspection
- Copies
- Both Inspection and Copies

Note: Inspection is free but the City of Brainerd charges for copies when the cost is over \$5.00.

**Contact information (optional)\***

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

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

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**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. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

**Police Records:** Drop the form off at 225 East River Road, Brainerd, MN, 56401, fax to (218) 825-3489 or email to [police@ci.brainerd.mn.us](mailto:police@ci.brainerd.mn.us).

**All other requests:** Drop the form off at 501 Laurel Street, Brainerd, MN, 56401, fax to (218) 828-2316 or email to [inforequest@ci.brainerd.mn.us](mailto:inforequest@ci.brainerd.mn.us).