

City of Milwaukee Health Department  
**Data Request Form (H-35)**

REQUESTOR INFORMATION	
Name:	
Job Title:	<input type="checkbox"/> Not applicable
Organization:	<input type="checkbox"/> Not applicable
Address:	
Email:	Phone:

ABOUT THE REQUEST	
<b>1. Overview of the Request:</b>	
Provide a brief overview of your request, including how you plan to use the information and any questions you are trying to answer with the requested data. Specifics about the data you are requesting is addressed in the next section.	
<b>2. IRB Status:</b>	
Does your use of the data need to go through your institution's Internal Review Board (IRB)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, what is the status of the IRB review?</b>	<input type="checkbox"/> Not submitted <input type="checkbox"/> Submitted, Exempt <input type="checkbox"/> Submitted, Under Review <input type="checkbox"/> Submitted, Approved
	<input type="checkbox"/> Other: _____

**ABOUT THE REQUEST, *continued***

**3. What data are you requesting?**

Please be as specific as possible, including:

<b>Who:</b> Population for whom data is being requested <i>(e.g., age ranges, race/ethnicity, gender, etc.)</i>	
<b>What:</b> Data variable(s) <i>(i.e., information you need to answer your question)</i>	
<b>Where:</b> Geography <i>(e.g., City of Milwaukee, ZIP codes, aldermanic districts, etc.)</i>	
<b>When:</b> Time Period <i>(e.g., specific years, months, etc.)</i>	
<b>How:</b> Preferred format of the data <i>(e.g., Excel spreadsheet, graph, etc.), individual vs. summary, statistics (e.g., rates, etc.) requested, stratification</i>	

**4. How are you planning to disseminate/share the requested data?**

Include intentions to publish, present, or include data in a report.

**5. When do you need the data?**

Please describe what timelines or deadlines impact your request. **NOTE:** Data requests usually take 2–4 weeks to fill.

**6. Is there anything else we should know about your request?**

**By submitting this request, I understand that:**

- The MHD may contact me to clarify my request and consult with me on how to best address my “question” with the data that are available.
- Submitting a request form does not constitute a commitment by the MHD to fulfil your request.
- The MHD may review data before you publish it, in any form.
- Depending on what data is being requested, a formal data use agreement may need to be signed before the requested data can be released.
- The City of Milwaukee does not guarantee the quality, content, accuracy, or completeness of any data provided, as the data may come from a variety of sources, and may be collected and maintained for different purposes. Released data should not be used as a substitute for legal, accounting, real estate, business, tax, or other professional advice. The City of Milwaukee assumes no liability for any damages or loss of any kind that might arise from the use of, misuse of, or the inability to use the requested data. The City of Milwaukee also assumes no liability for improper or incorrect use of the released data, or for any virus or other contamination of or damage to computers that might occur during or as a result of downloading or accessing the requested data. All requested data is provided “as is,” without warranties of any kind, either express or implied.
- The City of Milwaukee reserves the right to decline a request for data at any time and for any reason. The City of Milwaukee reserves the right to claim or seek to protect any patent, copyright, trademark, or other intellectual property rights in any provided data. The release of data from the City of Milwaukee does not grant anyone any title or right to any patent, copyright, trademark or other intellectual property rights that City of Milwaukee may have in any of the provided data.
- Nothing in the MHD data request form shall be construed to create a private right of action to force MHD to release requested data, and therefore, any decision to not release data shall not result in liability to the City of Milwaukee, including, but not limited to, it’s employees, departments and divisions.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_