

# Requesting Data

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## **Step 1: Identify and contact your data source.**

The most efficient way of initiating a request is over the phone. Your first attempt may not be the correct source or they may transfer you to another agency or division within the agency. Each time, it helps to describe what your project is and what kind of data you are looking for.

Most web sites contain a contact number for help with navigation if you can't find what you are looking for.

## **Step 2: Describe your specific data needs.**

This will help your data source determine the kind of information needed to answer your question. Being specific can help avoid getting "the run around" or can help get you transferred to the right person faster.

## **Step 3: Follow-up with your data sources.**

When you submit a request, make sure to get a name and phone number of someone you can follow-up with. Also, once you receive your request, you may need further clarification on the data you receive, so it is important to obtain good contact information.