

## Data Request Instructions/Guidelines

### Timeline:

- **Submit Button Clicked and Email Sent:** The data request will be received by the data team to be reviewed.
- **Within Two Business Days:** A data team member will contact the requestor and indicate acceptance or rejection of the request, or he/she will request additional information and the updated data request will be submitted on behalf of the requestor.
- **Within Five Business Days:** If the data request was accepted, a sample of the data requested will be provided for finalization of the request. If no or minor revisions are requested, the data request will move to the next stage and a completion date will be discussed. If major revisions or additional data is requested, an updated data request will be submitted on behalf of the requestor.

**Note: Five business days is the minimum expected time for a data request to be completed. At any time in the process, the requestor can cancel or resubmit the data request. While the original data request can be accepted or rejected in whole, all updates or changes can be accepted or rejected in part.**