

**MDA/Tourism Division Administration/Financial Services Bureau Guidelines  
Travel and Tourism Research Data/Information Requests, Effective May 3, 2010**

**External Requests: In-State Entities**

- Published information, can be furnished to our Tourism Partners (CVB's, Tourism Alliances, Associations, Chambers of Commerce, Commissions, Development Councils, Economic Development Alliances, Foundations, Partnerships, etc.), via e-mail, fax, or phone requests, within a reasonable time frame.
- The same published information can be provided to in-state college/university professors and students; municipal and state agency officials; Legislators, etc. Any Legislator requests should go to our Director and/or Carla Moor, the Bureau Manager. These requests can be answered within a reasonable time frame.
- "Speculative" data will not be forwarded to outside entities by the Research Program Manager, except for the 2-page "mini-projections", published at the same time as the most recent Fiscal Year Economic Contribution Report for Travel and Tourism.
- The Research Program Manager may direct certain Travel and Tourism research questions to other officials/sources, depending on the nature of the question(s).
- Selected assumptions/estimates regarding possible Travel and Tourism expenditures at special events—sporting events, festivals, for example—can be shared, provided there is agreement between the Research Program Manager and other Division Managers. It's preferable to direct the request to "in-state experts", e.g., same region.

**External Requests: Out-of-State/Out-of-Country Entities**

- Data requests by consultants must be put in **writing**—preferably, e-mail, and will be handled on a "case-by-case basis," but only published data will be furnished. If a consultant would like to secure a "10 or 20-year track record on data set A, B, or C", and if data are not published, there's no obligation to furnish/provide this information. **Five-year** "windows" are much more realistic, e.g., FY 2005 through FY 2009 data.
- Data requests by college/university students and professors must be put in writing. Responses, via published information, can be sent within a reasonable time frame.
- "Speculative" data will not be forwarded to outside entities by the Research Program Manager, except for the 2-page "mini-projections", published at the same time as the most recent Fiscal Year Economic Contribution Report for Travel and Tourism.
- The Research Program Manager may direct certain Travel and Tourism research questions to other officials/sources, depending on the nature of the question(s).
- Selected assumptions/estimates regarding possible Travel and Tourism expenditures at special events—sporting events, festivals, for example, may or may not be shared, depending on the nature of the request. Data might be shared with a counterpart from another state, but not with an out-of-state consultant.

**Other Guidelines**

- Helpful if all Information Requests are put in writing—preferably via **e-mail**.
- The Research Program Manager will share published information, but cannot do Feasibility Studies for special requests, due to staffing, time, budget constraints.