

# Data Practices Policy for Members of the Public

## Right to access public data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

## How to make a data request

You can look at data, or request copies of data that this government entity keeps. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 3. Make a written request by completing the Information Disclosure Request Form and submit it via mail, email or in person to City Hall, 221 North Main Street, Renville, MN 56284.

If you choose not use to use the Disclosure Request Form, your request shall include:

- You are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

## How we respond to a data request

Upon receiving your request, we will work to process it.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.

- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
  - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
  - Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or email them to you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

## Requests for summary data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data.

Upon receiving your written request using the Disclosure Request Form, we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

## Data Practices Contacts

Shane Wohlman

City Administrator

PO Box 371

221 North Main Street

Renville, MN 56284

(320) 329-8366 phone

(320) 329-8367 fax

[shane.wohlman@renvillemn.gov](mailto:shane.wohlman@renvillemn.gov)

Pam Kjersten

City Clerk

PO Box 371

221 North Main Street

Renville, MN 56284

(320) 329-8366 phone

(320) 329-8367 fax

[pam.kjersten@renvillemn.gov](mailto:pam.kjersten@renvillemn.gov)

## Copy Costs – Members of the Public

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

### For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

### Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

# INFORMATION DISCLOSURE REQUEST

## Minnesota Government Data Practices Act

**A. Completed by Requester**

Requester (Last Name, First Name, M.I.) Please print.	Date of Request
Street Address	Phone Number
City, State, Zip Code	Signature

Description of the information requested ( including property address):

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**B. Temporary Removal of Documents from City Files.**

I hereby agree to a deposit fee \$100 payable to the City of Renville for the temporary removal of the documents identified above. I understand the deposit fee will be returned to me upon satisfactory return of said documents.

Deposit fee rec'd  
 \_\_\_\_\_ by \_\_\_\_\_ Date of return \_\_\_\_\_ Staff signature \_\_\_\_\_  
 Date of removal

**C. Completed by the City of Renville**

Information Classified as: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Confidential <input type="checkbox"/> Non-Public <input type="checkbox"/> Protected Non-Public	Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part (explain below) <input type="checkbox"/> Denied
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City Administrator remarks or basis for denial including State Statute section:

Minnesota Classification Code: Photocopying Charges/Associated Costs: (Fees are charged in accordance with MN Stat. 13.03(3)) <input type="checkbox"/> None. <input type="checkbox"/> _____ Pages X _____ = \$ _____ <input type="checkbox"/> Special Rate \$ _____ (attach explanation)	Identity verified for private information: <input type="checkbox"/> Identification: Driver's License, State ID, etc. <input type="checkbox"/> Comparison with signature on file <input type="checkbox"/> Personal Knowledge <input type="checkbox"/> Other _____
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_____ City Administrator Signature	_____ Date
_____ Department Signature	_____ Date