



## DATA PRACTICES POLICY

### 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, DVDs, photographs, etc.

The Government Data Practices Act also provides that the City of Norwood Young America 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

To look at data or request copies of data that the City keeps, the City generally requires a written request. You may make your request for data by filling out a form provided by the City and sending it by email, U.S. mail, or by hand-delivering it to the City.

Please be sure that your written data request is as clear and detailed as possible. If the City does not understand your request, the City may ask you for clarification. The City cannot begin processing your data request if you do not provide the requested clarification.

In addition, if your request is so broad that it yields voluminous data, the City may ask if there is more specific data you seek. The City may also ask whether you wish to inspect the data at City offices prior to making copies, or require a deposit for actual costs of providing the copies.

The City 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 process your request.

### How We Respond to a Data Request

Upon receiving your request, the City will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- 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 or cannot be disclosed.
- 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.
  - Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail them to you if possible.
  - If possible, provide electronic copies by email. Electronic copies will be charged the copy fee as discussed on the following page.

## **Copy Costs and Payments for Members of the Public**

Chapter 20 of the Norwood Young America City Code is the Fee Schedule. The current charge for copies as noted in the current Fee Schedule will be your obligation; this includes electronic copies as copies still need to be made to be sent electronically. The cost per copy is calculated to include: staff time making and compiling copies and certifying if required, and material cost. If you choose to have the copies mailed, postage costs are your responsibility. You will be responsible to pre-pay for the cost prior to receipt of the copies.

In addition, if a deposit is required as described under *How to Make a Data Request*, you must pay the deposit before the City will begin working on your data request. The deposit amount is \$50 - \$250 and is based on the amount of data requested.

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.

In addition, the Government Data Practices Act does not require us to answer questions that are not 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. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 6 – 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.



**INFORMATION DISCLOSURE REQUEST**  
 Minnesota Government Data Practices Act

REQUESTER NAME (Last, First, M.):	DATE OF REQUEST:
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:
Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form:	
I AM REQUESTING ACCES TO THE DATA IN THE FOLLOWING MANNER:	
<input type="checkbox"/> Inspection <input type="checkbox"/> Copies <input type="checkbox"/> Both inspection and copies <input type="checkbox"/> Pick Up <input type="checkbox"/> Mail <i>(provide address below)</i> <input type="checkbox"/> Electronic <i>(provide email address below)</i>	
If you selected to have your request mailed, please provide your mailing address:	
Mail To <i>(name)</i> _____	
Mailing Address _____	
City, State, Zip _____	
If you selected to have your request electronically mailed, please provide your email address:	
Email Address _____	
If there is a charge, please make checks payable to: The City of Norwood Young America	

To be completed by the City of Norwood Young America Staff

<p>INFORMATION CLASSIFIED AS:</p> <p><input type="checkbox"/> PUBLIC</p> <p><input type="checkbox"/> NON-PUBLIC</p> <p><input type="checkbox"/> PRIVATE</p> <p><input type="checkbox"/> PROTECTEDNON-PUBLIC</p> <p><input type="checkbox"/> CONFIDENTIAL</p>	<p>ACTION:</p> <p><input type="checkbox"/> APPROVED</p> <p><input type="checkbox"/> APPROVED IN PART (explain below)</p> <p><input type="checkbox"/> DENIED (explain below)</p>
<p>REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:</p>	
<p>COPYING CHARGES/ASSOCIATED COSTS:</p> <p><input type="checkbox"/> NONE      <input type="checkbox"/> DEPOSIT\$ _____</p> <p><input type="checkbox"/> ____ Pages x _____ = _____</p> <p><input type="checkbox"/> Actual Cost: _____</p>	<p>IDENTITY VERIFIED FOR PRIVATE INFORMATION:</p> <p><input type="checkbox"/> IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc.</p> <p><input type="checkbox"/> COMPARISON WITH SIGNATURE ON FILE</p> <p><input type="checkbox"/> PERSONAL KNOWLEDGE</p> <p><input type="checkbox"/> OTHER: _____</p>

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*