



GENERAL DATA REQUEST

A. COMPLETED BY REQUESTER

Note: You do not have to provide any of the contact information below to access public data. However, if you want us to mail, email or fax you copies of data, we will need some type of contact information. We may also need some contact information from you depending on how you would like to pay for copies and other costs. If we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us. If you request non public data, we will need to verify your identity to respond to your data request.

I am requesting access to data in the following way: *(Please check one box below.)*

- Inspection
 Copies
 Both Inspection & Copies

Note: We do charge for labor and reproduction costs to provide government data. See "Right to Access Public Data" attachment for more information regarding copy costs, your rights to access public data, making a data request and how we respond to your request.

REQUESTER NAME (Last, First, M.):	DATE OF REQUEST:
ADDRESS 1:	PHONE NUMBER:
ADDRESS 2:	EMAIL ADDRESS:

I am requesting the following data pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13:

Describe the data you are requesting as specifically as possible.

B. COMPLETED BY DEPARTMENT

DEPARTMENT NAME:	HANDLED BY:
INFORMATION CLASSIFIED AS: <input type="checkbox"/> PUBLIC <input type="checkbox"/> NON-PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> PROTECTED NON-PUBLIC <input type="checkbox"/> CONFIDENTIAL	ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED IN PART (Explain below) <input type="checkbox"/> DENIED (Explain below)
REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:	
<u>PHOTOCOPYING CHARGES:</u> <input type="checkbox"/> NONE <input type="checkbox"/> _____ Pages x \$0.25(+tax) = _____ <input type="checkbox"/> Additional Charge: _____ (Explain) _____	<u>IDENTITY VERIFIED FOR PRIVATE INFORMATION</u> <input type="checkbox"/> IDENTIFICATION: Drivers License, State ID, etc. <input type="checkbox"/> COMPARISON WITH SIGNATURE ON FILE <input type="checkbox"/> PERSONAL KNOWLEDGE <input type="checkbox"/> OTHER: _____
AUTHORIZED SIGNATURE:	

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.

You have the right to look at (inspect) 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 labor/reproduction costs.

How to make a data request

You can look at data, or request copies of data that this government entity keeps by filling out the data request form.

If you choose not use to use the data request form, your request should 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 to access public data. 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 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.
- 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, 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 can mail or fax them to you. We will provide electronic copies by email upon request if we keep the data in electronic format.
 - Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
- If you do not arrange to inspect the data or pay for the copies within 15 business days after we tell you the data are ready, we will conclude that you no longer want the data and will consider your request closed.

Reproduction/Labor Costs

This government entity charges for labor and/or reproduction of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

- For 100 or fewer paper copies – 25 cents (+ applicable sales tax) per page: 100 or fewer pages of black and white, letter or legal size paper copies cost 25 cents for a one-sided copy, or 50 cents for a two-sided copy.
- Most other types of copies, including 100 pages or more paper 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. Our agency does not charge for 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, we will charge you the actual cost we must pay an outside vendor for reproducing 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.