

# City of Loretto 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 the City of Loretto (City) 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 2.

Requests for public data may be verbal or written. You may make your request in person or by phone, mail, fax or email. The City's Responsible Authority (see page 2) may require a verbal request to be made in writing whenever a written request will assist the Responsible Authority in performing his or her duties. Written requests must be made using the Data Request Form found at the end of this document.

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 contact information. 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 fax them to you. We will provide electronic copies (such as email or flash drive) upon request if we keep the data in electronic format.

Information about copy charges is found on page 3.

# City of Loretto Data Practices Policy for Members of the Public

Whenever possible, the Responsible Authority will immediately allow you to inspect the public data.

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.

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 City’s Data 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

### Responsible Authority

Name: Mary K. Schneider, City Clerk Treasurer

Address: 279 North Medina Street, Suite 260; PO Box 207; Loretto, MN 55357

Phone: 763-479-4305 Fax: 763-479-2685

Email: [mschneider@ci.loretto.mn.us](mailto:mschneider@ci.loretto.mn.us)

### Data Practices Compliance Official

Same as above

# City of Loretto Data Practices Policy for Members of the Public

## Copy Costs – Members of the Public

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

You must pay for the copies before we will give them to you.

We do not charge for copies if the cost is less than \$5.00

### For 100 or fewer paper copies

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

The cost of employee time to make copies is equal to the current wage of the employee.

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## Data Request Form – Members of the Public

### PART A (To be completed by the requester)

Request date: \_\_\_\_\_

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies

**Note:** Inspection is free but we charge for copies when the cost is over \$5.00

We will respond to your request as soon as reasonably possible.

### Contact information

Name:

Address/phone number/email address:

**Note:** You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, 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.

### These are the data I am requesting:

Describe the data you are requesting as specifically as possible. Attach additional sheets if necessary.

# City of Loretto Data Practices Policy for Members of the Public

## PART B (To be completed by the City)

Request processed by: \_\_\_\_\_

Date received: \_\_\_\_\_

Clarification requested (document date and reason for clarification request):

\_\_\_\_\_  
\_\_\_\_\_

### Data classified as:

Public                 Non-Public                 Private                 Confidential

Protected Non-Public                 Copyrighted

### Action:

Approved                 Approved in part (Explain below)                 Denied (Explain below)

### Remarks or basis for denial including MN Statute if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Charges:

None – Explanation: \_\_\_\_\_

Photocopy                 Black & white pages x \_\_\_\_\_ cents = \$ \_\_\_\_\_

Color pages x \_\_\_\_\_ cents = \$ \_\_\_\_\_

Other – Explanation: \_\_\_\_\_

**Total charges = \$ \_\_\_\_\_**

### Identity verified for private data:

Photo Identification (Driver's license, passport, Tribal ID, etc.)

Comparison with signature on file

Personal knowledge

Other – Explanation: \_\_\_\_\_

**Adopted by the Loretto City Council this 14<sup>th</sup> day of June, 2016**