



CITY OF

**NorthOaks**

*Building on a tradition of innovation*

### **Right to access public data**

The Minnesota 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 data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use. The Minnesota Government Data Practices Act (Data Practices Act) also provides that the City of North Oaks (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 obtain copies of public data. The Data Practices Act allows us to charge you 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 by completing and submitting your request on the City's Data Practices Request Form which must be submitted to the City's designated Responsible Authority.

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.

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 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 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:

o Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or

o 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 CD-ROM) upon request if we keep the data in electronic format.

### **Copy Costs – Members of the Public**

The City charges for copies of government data as permitted pursuant to the Data Practices Act. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c). If a person requests copies or electronic transmittal of the data to the person, the City may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data.

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, 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.

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.