

**CITY OF HECTOR
DATA PRACTICES POLICY**

Adopted: 12/11/17

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 Data Practices Act also says that the City of Hector must keep all government data in a way that makes it easy for you 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 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 REQUEST PUBLIC DATA

To look at data or request copies of data that the City of Hector keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document on page 4. You may make your written request for data in person, by mail, fax, or email; using the data request form on page 6.

If you choose not to use the data request form, your written request should include:

- Say that you are making a request for public data under the Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O. Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

HOW WE WILL RESPOND TO YOUR DATA REQUEST

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but we are not allowed to give it to you, we will notify you in writing as soon as reasonably possible and identify the law that prevents us from providing the data.
- 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 for you to inspect the data at our offices; 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 want us to send you the copies, you will need to provide us with an address or email address. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy. Information about copy charges is on page 5. We also will arrange for you to pre-pay for the copies.
- 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 understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, 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 costs and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

REQUESTS FOR SUMMARY DATA

Summary data are statistical records or reports created by removing identifying information about individuals from entirely 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.

You may use the data request form on page 6 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

**DATA PRACTICES CONTACT
CITY OF HECTOR**

RESPONSIBLE AUTHORITY

Jen Beckler, Deputy Clerk
Box 457
Hector, MN 55342
320-848-2122 (phone)
320-848-6582 (fax)

DATA PRACTICES COMPLIANCE OFFICIAL

Jen Beckler, Deputy Clerk
Box 457
Hector, MN 55342
320-848-2122 (phone)
320-848-6582 (fax)

COPY COSTS – WHEN YOU REQUEST PUBLIC DATA

Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.

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.

Multiple requests made within the same 20 business-day period will be treated as a single request for the purposes of calculating whether the minimum of \$5.00 is met.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

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 cents for a one-sided copy, or 50 cents 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 sending the data.

In determining the actual cost of making copies, we may include employee time, the cost of 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 copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies is \$23.00 per hour. 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.

**CITY OF HECTOR
DATA REQUEST FORM**

Date of Request: _____

The data I am requesting: Describe the data you are requesting as specifically as possible.

I am requesting access to data in the following way:

- _____ Inspection
- _____ Copies
- _____ Both inspection and copies

Note: Please see page 5 of this policy for copy costs.

Contact information (optional)*

Name:

Phone number:

Email address:

Address:

*You do not have to provide any contact information. However, if you want us to mail/email you a copy of the data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

The City of Hector will respond to your request within ten business days of the date when it was received by City Hall.