# Notice of Adoption of Model Policies

[Minnesota Statutes, section 13.025, subdivisions 2 and 3,](https://www.revisor.mn.gov/statutes/?id=13.025) require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and [Minnesota Statutes, section 13.03, subdivision 2](https://www.revisor.mn.gov/statutes/?id=13.03), requires entities to establish procedures that data requests are complied with appropriately and promptly.

[Minnesota Statutes, section 13.073, subd. 6,](https://www.revisor.mn.gov/statutes/?id=13.073) requires the Commissioner of Administration to prepare [model policies and procedures](https://mn.gov/admin/data-practices/data/rules/policies/) to help government entities comply with those requirements. Entities that choose to adopt the Commissioner’s model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.\*

## Notice to Commissioner of Administration: Adoption of Model Policies

[Name of entity] has adopted the Commissioner’s Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies [name of entity]’s obligation under Minnesota Statutes, section 13.073, subdivision 6.

[Signed by]

[Title]

[Date]

\*Government entities may submit this notification by mail or email:

Commissioner of Administration

c/o Data Practices Office

200 Administration Building

50 Sherburne Avenue

St. Paul, MN 55155

[info.dpo@state.mn.us](mailto:info.dpo@state.mn.us)