

Data Practices Policy for the Public

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

Your Right to See 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 means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that the Department of Administration (“Admin”) 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 for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

You can ask to look at (inspect) data at our offices or ask for copies of public data that we keep. Data requests must be in writing and must be mailed or emailed to Admin’s Data Practices Compliance Official (“DPCO”) or another appropriate designee listed in the Data Practices Contacts on page 4. If you have any questions about making a data request, contact our DPCO.

We recommend using the sample **Data Request Form – Members of the Public** on page 8. If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government 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 tell you as soon as reasonably possible.
- If we have the data, but we are not allowed to give it to you, we will tell you 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
 - Tell you the amount you owe for copy costs, and then provide you with copies of the data as soon as reasonably possible after you pay them. You may choose to pick up your copies, or we will mail or email them to you. 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.
 - 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 5 business days after we tell you the data are ready, we will suspend any further response until you inspect the data or collect and pay for data that have been produced.
 - If you do not respond to a request for clarification, or do not inspect or pick up your data within 15 business days, we will conclude that you no longer want the data and will consider your request closed.
 - Standing requests are valid for six months from the receipt of the request. If you would like to extend your standing request for an additional six-month period, you must contact the appropriate designee listed on pages 4-6 of this policy within five (5) days of the expiration of your previous standing request (five days prior or five days following). If you do not contact the appropriate designee within 5 days of the expiration of your request, your request will expire and be considered complete.

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 cost and response time.

We are also not required to respond to questions that are not about your data requests.

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 create summary data if you request it in writing and pre-pay for the cost of creating the data.

You may use the data request form on page 8 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 Contacts - Department of Administration

Responsible Authority

Commissioner Tamar Gronvall
200 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155

(651) 201-2555

As Responsible Authority, the Commissioner orders the following individuals as data practices compliance official and designees.

Data Practices Compliance Official and General Admin Data Practices Designee (including Community Services Divisions: Office of Grants Management, Data Practices Office, MN STAR Program, Governor's Council on Developmental Disabilities, and State Demographic Center)

Stacie Christensen
200 Administration Building, 50 Sherburne Avenue
St. Paul, MN 55155
stacie.christensen@state.mn.us

Data Practices Designees by Division

For questions or data requests relating to data maintained by a specific Division within Admin.

Commissioner's Office and Strategic Partnerships (including SHPO, Office of the State Archaeologist, Enterprise Office of Translations, and Office of Dispute Resolution)

Curt Yoakum
(651) 201-2771
Curtis.Yoakum@state.mn.us

Enterprise Real Property

Jedd Prokash

(651) 201-2554

Jedd.Prokash@state.mn.us

Facilities Management

Kari Suchy

(651) 201-2333

Kari.Suchy@state.mn.us

Human Resources

Ann Feaman

(651) 201-2490

Ann.Feaman@state.mn.us

Financial Management and Reporting

Ify Onyiah

(651) 201-2387

Ify.Onyiah@state.mn.us

Fleet and Surplus Services

Brian Daun

(651) 201-2519

Brian.Daun@state.mn.us

APEX Accelerator

Christina Nebel-Dickerson

(651) 201-2629

Christina.Nebel-Dickerson@state.mn.us

Office of Enterprise Sustainability

Marcus Grubbs

(651) 201-2603

marcus.grubbs@state.mn.us

Office of State Procurement

Doug Heeschen

(651) 201-2422

Doug.Heeschen@state.mn.us

Real Estate and Construction Services

Wayne Waslaski

(651) 201-2548

Wayne.Waslaski@state.mn.us

Risk Management

Gary Westman

(651) 201-3030

Gary.Westman@state.mn.us

Copy Costs – When You Request Public Data

We charge for copies of government data when the total charges are \$50.00 or more. Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies. Multiple requests made within the same 10 business-day period will be treated as a single request, for the purposes of calculating whether the \$50.00 minimum is met. Copy costs must be paid in full before Admin will provide the requested 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¢ for a one-sided copy, or 50¢ 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 include 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 copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

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

Data Request Form – Requesting Public Data

Request date:

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: Inspection is free but we will charge for copies if the total charges are \$50.00 or more.

Contact information (optional)*

Name:

Phone number:

Email address:

Address:

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

* 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. 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.