



## DATA CHALLENGE APPEAL TO THE COMMISSIONER OF ADMINISTRATION FORM

If a government entity disagrees with your data challenge and determines that the data are accurate and/or complete, you can appeal that determination to the Commissioner of Administration. The Commissioner will determine whether the appeal is within the authority under section 13.04.

Please note: All data submitted to the Commissioner of Administration during the data challenge appeal process are presumptively public unless/until your appeal is referred to the Office of Administrative Hearings and an Administrative Law Judge issues a protective order. A protective order is not granted in every case.

**In order to file a data challenge appeal, you must provide the Data Practices Office with the following information:**

Today's Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_

Your Phone Number (optional): \_\_\_\_\_

Your Email Address (optional): \_\_\_\_\_

Government Entity Name (i.e. the entity whose data you challenged): \_\_\_\_\_

Responsible Authority's (RA) Name: \_\_\_\_\_

What data are you challenging as being inaccurate and/or incomplete? \_\_\_\_\_

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Please identify the specific record(s) or document(s) where the data you are challenging are located: \_\_\_\_\_

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State why you disagree with the RA's determination about your data challenge: \_\_\_\_\_

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State what you want to happen to your challenged data (i.e. do you want the entity to delete the data, change the data, or add data?): \_\_\_\_\_

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Enclose a copy of the following:

- An actual copy of the disputed data,
- An actual copy of your data challenge letter to the government entity,
- An actual copy of the RA's determination,
- Copies of other relevant communication, if any, about your data challenge, and
- Letter to the Commissioner of Administration stating that you are appealing the determination of [name of RA] from [government entity] regarding your challenge to the accuracy and/or completeness of certain data, and explaining your dispute.

**SEND YOUR APPEAL TO:**

Commissioner of Administration  
c/o Data Practices Office  
200 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155

You may also email your data challenge appeal to the Commissioner at [info.dpo@state.mn.us](mailto:info.dpo@state.mn.us).