Data Practices Procedures Breakout

**Instructions**

Review the data requests below with your breakout group. For each request, think about whether your data access policies and internal procedures provide enough guidance and clarity to respond to each request.

Feel free to use the following questions to help guide the discussion:

* Who is the appropriate person at the entity to receive this request? Who will compile the responsive data for the request? Who will provide the requester with the data?
* Are there any steps that you will take before compiling the data?
* How will you track when this request has been received and when it has been completed?
* Do you think any data will need to be redacted? If so, who will be responsible for overseeing the redaction process?

**Data Request 1**

**From:** Leo T <pizza4me@hotmail.com>
**Sent:** Sunday, February 2, 2025 2:16 PM
**To:** Responsible Authority <data.requests@mnschool.k12.mn.us>
**Subject:** DATA REQUEST CHAPTER 13

I want to inspect all data you have that include the following terms:

* Emergency procedure(s)
* Emergency response(s)
* Emergency preparation(s)
* Emergency contact(s)
* Safety protocol(s)

Under the law, you must allow me to inspect the data for free within 10 days. Tell me when the data are ready.

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**Data Request 2**

**From:** Mike Angelo (Channel 3 TV) <mike.angelo@eyewitness3.com>
**Sent:** Monday, February 3, 2025 12:03 PM
**To:** Responsible Authority <data.requests@municipal.mn.gov>
**Subject:** Data Request – Channel 3 News

Hello,

This is Mike Angelo, and I’m a reporter with Channel 3 Eyewitness News in St. Paul. I’m submitting a data practices request under section 13.03.

Please provide me with the following data for the years 2017 to 2022:

* The number of HR complaints made against your entity’s employees
* The number of employees who have been disciplined as a result of an HR complaint
* The names of all employees who have been the subject of an HR complaint
* The nature or description of all complaints made against entity employees
* The final disposition of any disciplinary action against employees

I request that this data be provided to me in a spreadsheet format, but we will accept actual copies of data if that will be quicker.

We are currently working under deadline, and we ask that you expedite this request to provide us with data as soon as possible (preferably within the next 5 days). We also ask that you waive any costs that are related to this request because this information is in the public interest.

If you choose to deny this request, please provide a written explanation for the denial along with the statutory exemptions you rely upon to deny the request.

Please me know if you have any questions right away. My direct number is 651-555-1234.

Thanks in advance,

**Mike Angelo | Lead Investigative Reporter**

**Channel 3 Eyewitness News | www.eyewitness3.com**

987 University Ave., St. Paul, MN 55102

Direct: 651-555-1234 |Tipline: 651.TV3.TIPS

mike.angelo@eyewitness3.com

**Data Request 3**

**From:** Don A. Tello <inventor@halfshellindustries.com>
**Sent:** Thursday, February 6, 2025 3:33 AM
**To:** April O’Neill (Mayor) <april.o@city.mn.gov>; Casey Jones (Councilmember) <casey.j@city.mn.gov>; Baxter Stockman (Councilmember) <b.stockman@city.mn.gov>
**Subject:** FOIA REQUEST – MUST RESPOND ASAP

Mayor and city council members:

This is a FOIA (FREEDOM OF INFORMATION ACTION) request that you must respond to. I want you to give me copies of the AGENDAS and MINUTES from every meeting since MARCH 1, 2020.

I also have several QUESTIONS that should be answered as part of this request:

How many discussions did you have about my property during this time period?

Who did you discuss my property with during this period and what instructions did you give to city staff about removing vehicles from my yard on January 15, 2024?

Where did you bring the cars that were removed?

Names of every person who sent in “so-called” complaints about my property.

The CITY has been BULLYING me for years now, and I DEMAND you respond immediately. Send ALL DOCUMENTS to me at my email address.

IF YOU FAIL TO COMPLY I WILL BE FORCED TO REPORT YOUR VIOLATIONS TO THE DATA PRACTICES OFFICE FOR GROSS NEGLIGENCE OF OFFICIAL DUTIES AND CRIMINAL VIOLATIONS OF MY RIGHTS UNDER STATE AND FEDERAL LAWS.