MINNESOTA
BOARD OF SOCIAL WORK

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Saint Paul MN 55102-5502
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social.work@state.mn.us | mn.gov/boards/social-work

An Equal Opportunity Employer

Protecting the Public

DATA PRACTICES POLICY FOR DATA MEMBERS OF THE PUBLIC

Requests for Public Data Held by the Board

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 Minnesota Board of Social Work 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. In order to look at data or to request copies of data that the Board maintains, you must make a written request to our responsible authority or designee listed in the Data Practices Contacts section of this policy on page 3.

Make a Written Public Data Request: there are 2 options:

- **Public Data Request Form:** Submit the completed form via mail or email **social.work@state.mn.us**. See Data Practices contacts on page 3 of this policy.

OR

- **Written Request:** include the following information:
  - Indicate 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, we will need contact information to mail copies (if requested) or to follow up (if needed).

HOW WE WILL RESPOND TO YOUR DATA REQUEST

When Your Request is Received: Upon receiving your request, we will review it.

- We may ask you to clarify the data you are requesting.
- If we do not have the data, we will notify you in writing within 10 business days.
- 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;
  - provide you with the data within a reasonable amount of time. 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.
- We will notify you about our requirements to prepay for copies if there is an applicable cost. See Copy Costs on page 4 of this document.
- 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.
- Following our response, if you do not make arrangements within 30 business days to inspect the data or pay for copies, if there is an applicable cost, we will conclude that you no longer want the data and will consider your request closed.
- If you requested to collect or inspect data and we notify you that some of the data is ready for you to inspect or collect and you do not inspect or collect the data within five business days, we may suspend any further response until that data has been inspected or collected.

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, 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 prepay for the cost of creating the data.

You may use the Board's Public Data Request Form 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

RESPONSIBLE AUTHORITY – EXECUTIVE DIRECTOR

Youa Yang, LICSW, Executive Director
Minnesota Board of Social Work
335 Randolph Ave Suite 245
Saint Paul MN 55102
612.617.2110 | fax 651-215-0956
Email: **youa.yang@state.mn.us**

DATA PRACTICES COMPLIANCE OFFICIAL – COMPLIANCE UNIT MANAGER

Rebecca Moskow, JD, Compliance Unit Manager
Minnesota Board of Social Work
335 Randolph Ave Suite 245
Saint Paul MN 55102
612.617.2110 | fax 651-215-0956
Email: **rebecca.moskow@state.mn.us**

DATA PRACTICES DESIGNEE(S) – OFFICE MANAGER

Connie Oberle, Office Manager
Minnesota Board of Social Work
335 Randolph Ave Suite 245
Saint Paul MN 55102
612.617.2111 | fax 651-215-0956
Email: **connie.oberle@state.mn.us**

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 copies before we will give them to you.
- We do not charge for copies if the cost is less than $15.00.

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¢ per page for a one-sided copy, or 50¢ per page for a two-sided copy.

PUBLIC DATA MAILING LISTS - $50 OR ACTUAL COST

- Public data mailing lists for individuals licensed by the Board are available.
- Public data mailing lists include name, public mailing address, public email address, license type, status, expiration date, and granted date.
- Public data mailing lists are produced in Excel format and delivered via email; they are not printed on either labels or paper.
- Public mailing lists are available in the following formats:
- Individuals currently licensed – Charge is $50.00
- Individuals previously but not currently licensed – Charge is $50.00
- Customized mailing lists – Charge is based on time and materials to produce the public data mailing lists

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.

In most cases, the cost of employee time to make copies is $25.00 per hour.

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.