

POLICY—Data Practices for the Public

From the Office of Emergency Medical Services, State of Minnesota

Version: 1.10

Effective Date: 08/01/2025

Approval: OEMS Director

Reason for the policy

This policy is required by Minnesota Statutes sections [13.025](#) and [13.03](#). The Office of Emergency Medical Services (OEMS) has adopted the 2023 model policy created by the Data Practices Office.

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 OEMS 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. OEMS recommends that you submit a data request through our centralized data request portal. This ensures that that Data Practices Compliance Official is aware of your request, and we can timely respond to your request.

If you do not use the centralized 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 have the means to contact you.
- 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
 - 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. For copies we will provide you with the cost for those copies. Copies of data must be prepaid for and will not be released until payment has been received by OEMS.
 - 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 to you, if you do not make arrangements within 30 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. OEMS will prepare summary data if you make your request in writing and pay for the cost of creating the data. You may use the centralized data request portal 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

Dylan Ferguson, Director OEMS

335 Randolph Ave, St. Paul, MN 55102

Dylan.Ferguson@state.mn.us

As Responsible Authority, the *Office of EMS Director* orders the following individuals as data practices compliance official and designees.

Data Practices Compliance Official

Dylan Ferguson

335 Randolph Ave, St Paul, MN 55102

Dylan.Ferguson@state.mn.us

Copy Costs – When You Request Public Data

- OEMS require that copy costs be paid prior to giving them to you.
- OEMS will not charge for copies if the cost is less than \$25.00.
- OEMS will consider multiple requests made within the same 15 business-day period will be treated as a single request for the purposes of calculating total copy costs.
- If possible, and upon request, OEMS will provide you with an estimation of the total cost of supplying 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.

The rate for OEMS employees to make copies will be charged at \$34.69 per hour and billed in 15-minute increments.

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data including the creation of summary data, we will calculate search and retrieval charges at the higher salary/wage which is currently \$54.60 per hour and billed in 15-minute increments.

History

Version	Description	Date
1.0	Policy adopted; Commissioner of Administration notified of adoption of model policy	01/01/2025
1.1	Annual review of policy as required under the MGDPA, staff reviewed and updated	07/18/2025

Contact

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