

Data Practices Policy for the Public

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 Public Utilities Commission 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.

Your request for Public Data must be made in writing. To make a data request, you should use the data request form attached to this policy. You may make your request by mail or email and must direct your requests to the Commission's Responsible Authority listed in Appendix A.

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, including the subject matter and a time frame.

We ask you 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 begin the process of collecting responsive data and reviewing whether we can provide it to you. The steps of this process might include:

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing.

- 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 we will provide notice to you about our requirement to prepay for paper or electronic copies.
 - If payment is required for paper or electronic copies, you must make the payment before we will provide the copies to you.
 - You may choose to pick up your copies, or we will mail or email them to you. We may be able to provide electronic copies in a specific format (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 the number of requests currently being processed at the time.
 - Following our response, if you do not make arrangements within 10 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. Once a request is closed, it may require additional time, effort, and cost to gather the data again.

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.

It is likely that the data you are seeking is already publicly available in the extensive eFiling system operated by the Commission in cooperation with the Minnesota Department of Commerce. Please review the eDockets portal on our website before determining if a data request is warranted. The Commission will not search the publicly available data in the eFiling system in response to a data request.

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 pre-pay for the cost of creating the data.

You may use the data request form to request summary data. We will respond to your request with the data or details of when the data will be ready and how much we will charge you.



Sasha Bergman, Executive Secretary

Effective: 07.21.26

Data Practices Contacts

Responsible Authority

Jeffrey Boman

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Data Practices Compliance Official

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Copy Costs – When You Request Public Data

Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.

The Minnesota Public Utilities Commission will charge for copies when it is authorized by law and the cost of providing the copies is more than \$300.

You must pay for the copies before we will give them to you.

Multiple requests made within 20 business days will be treated as a single request for the purposes of calculating total copy costs. Requests that are related to previously closed requests will also be treated as a single request for the purposes of calculating total copy costs.

If possible, and upon request, we 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.

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.

Data Request Form – Requesting Public Data

Request date:

The data I am requesting:

Describe the data you are requesting as specifically as possible. The more specific your request is, the quicker we will be able to provide you with responsive data.

I am requesting access to data in the following way:

- ☐ Inspection
- ☐ Copies
- ☐ Both inspection and copies

Note: Inspection is free, but copies may require you to pay a charge for the costs of collecting and providing the data.

Contact information (optional)*

Name:

Title:

phone number:

email address:

address:

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