

# **City of Rockford, Minnesota**

## **Data Practices Policy for Data Subjects**

### **Introduction**

Minnesota Cities are required to establish written procedures to ensure that requests for government data are received and responded to promptly and appropriately. The procedures need to be updated no later than Aug. 1 of each year to reflect changes in personnel or other circumstances that might affect public access to government data. This Policy and the attached Data Practices Request Form satisfy that requirement and are subject to Minnesota Statutes, Chapter 13.

### **Right to Access 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 is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, 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 Government 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 Make a Data Request**

To look at data or request copies of data that this government entity keeps you must file a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts Page by using the approved Data Practices Request Form. You may make your request for data by mail, fax, in person or by email.

If you choose not to use the data request form, your request should include:

- that you, as a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and

- a clear description of the data you would like to inspect or have copied. Ambiguous requests simply cannot be processed.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you or where to deliver the data. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

### **How We Respond to a Data Request**

Upon receiving your request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately within a reasonable amount of time by doing one of the following:
  - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or Policy required by Minnesota Statutes, section 13.025, subdivision 2.
  - Provide you with copies of the data within a reasonable time frame. You may choose to pick up your copies, or we will mail, email or fax them to you. If you want us to send you the copies, you will need to provide us with an address, email address or fax number. We will provide electronic copies upon request if we keep the data in electronic format.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. 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.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

## **Requests for Summary Data**

Summary data are statistical records or reports that are prepared by removing some or all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pay for the cost of creating the data. Upon receiving your written request – you must use the data request form – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

### **Data Practices Contacts:**

#### Responsible Authority

Dan Madsen, City Administrator, City Attorney  
6031 Main Street, Rockford, Minnesota 55317  
(ph) 763-477-6565, danm@cityofrockford.org

#### Data Practices Compliance Official

Amy McNellis, Deputy Clerk  
6031 Main Street, Rockford, Minnesota 55317  
(ph) 763-477-6565, amym@cityofrockford.org

#### Data Practices Designee

Amanda Daniels, Utility Billing Clerk  
6031 Main Street, Rockford, Minnesota 55317  
(ph) 763-477-6565, amandad@cityofrockford.org

## **Copy Costs – Members of the Public**

This government entity charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

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 costs of searching for and retrieving data, including the cost of employee

time, and for making, certifying, compiling, copying, and/or electronically transmitting the data. If data is requested that is not existing or compiled, Staff will not work to compile or create data or information requested.

**For more information, please contact City Hall: (763) 477-6565, 6031 Main Street, Rockford, Minnesota 55373; [www.cityofrockford.org](http://www.cityofrockford.org); [info@cityofrockford.org](mailto:info@cityofrockford.org).**