

ACCESS TO GOVERNMENT DATA

City of Proctor:

This document is required by Minnesota Statutes, section 13.03, subdivision 2(b).

Access to Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data is public unless a state or federal law says the data is not public. Government data is a term that means all data a government entity has created, collected, stored or maintained.

You have the right to view (inspect) data, free of charge, the public data the police department's office maintains. You also have the right to obtain copies of public data.

If an individual wishes to request public data, the City Hall normal business hours are: **Monday –Friday 8:00 a.m. to 4:30 p.m. (closed Holidays).**

How to Make a Data Request

To look at or request copies of data, make your request to the Data Practices Compliance Official.

You may use the "Data Request Form".

- A written request is encouraged for requested data.

You are not required to identify yourself or explain the reason for your data request for public data.

Please be advised that if we do not understand your request and have no way to contact you, we may not be able to process your request.

Data Request Response

- If we do not have the data, we will notify you as soon as reasonably possible (if contact information is provided).
- If we have the data, but the data is not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public (if contact information is provided). In such cases if the data is classified as private and it is about you, you will be given access to it upon presentation of proper identification. If the data is private and not about you, you will only be given access if you have a written informed consent from the data subject, a court order grants you access or there is a federal or state statute that permits you to have access.
- If we have the data, and the data is 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 to inspect data, at no cost, if your request is to look at the data,
 - Or
 - Provide you with copies of the data within a reasonable time, no more than 10 working days if the data is about you, once reasonable arrangements are made to pay any fees for copies.

Request for Summary Data

The City may agree to prepare summary data if the requestor agrees to pay the cost of preparing the data. Summary data are statistical records or reports that are prepared by removing all identifies from private and confidential data on individuals.

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FEES

The City of Proctor charges members of the public for copies of government data. These charges are atomized under Minnesota Statutes, section 13.03, subdivision 3(c) and have been approved by the City Council.

You must pay for the copies prior to receiving them:

- Copies of written data costs .20 per page
- CD/DVD - \$12.00
- Photographs on Disk - \$12.00
- Photographs printed on paper - \$4.00 per page

We require advance payment before copies are made.

If you ask us to mail the data we may charge you postage and handling fees.

City of Proctor

Responsible Authority Data Practices Compliance Official
Mark Casey, City Administrator
100 Pionk Drive
Proctor, MN 55810
Phone (218) 624-3641

Please fill out the "Data Request Form" and forward to Proctor City Hall at:

Email: cityhall@proctormn.gov

Mail: 100 Pionk Drive, Proctor, MN 55810

CITY OF PROCTOR
DATA REQUEST FORM

Name of person requesting information (optional): _____

Address (optional): _____

Date of request: _____

Officer or Department request directed to: (check those applicable)

- Police Department
- Street & Sewer Department
- Personnel
- Public Utilities Commission (electric & water)
- City Council
- Other (please detail): _____

Purpose of request (optional): _____

Specific documents, data or materials requested: _____

Signature of requesting party: (optional) _____

Date: _____

Notice

Pursuant to the Minnesota Government Data Practices Act, all requests for data will be reviewed by the designated officials of the City and/or the City Attorney.

Costs associated with copying any data (available on DVD) or documents will be presented to the requesting party in advance of release of the requested data and must be paid in full before release of the data.

John Bray
City Attorney

- Request approved
- Request denied (if denied state reason) _____

By Proctor's Responsible Authority:

Signature

Date

Revised 06/21/07