

EXHIBIT A

City of Proctor and Proctor Police Department Data Request Information and Form

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

Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes 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 or obtain copies of public data

Requests for public data during City of Proctor regular business hours Monday – Friday 8:00 am to 4:30 pm (closed on holiday.)

How to Make a Data Request

To inspect or request copies of data make a written request to the Data Practices Responsible Authority. You may use the attached Data Request Form.

If you choose not to use the data request form, your written request must include the following:

- You are making a request for data under the 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 are not required to identify yourself or explain the reason for your data request. Please be advised if we 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 in writing.
- If we have the data, but the data are not public, we will notify you in writing as soon as reasonably possible and state which specific law says the data are not public.
- 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
 - 1) We will arrange a date, time, and place to inspect data or

- 2) Provide you with copies of the data no more than 10 working days from when the data was requested.

Requests for Summary Data

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

Data Practices Contacts

Responsible Authority

City Administrator 218-628-3641
100 Pionk Drive
Proctor MN 55810

Data Practices Compliance Official

John Bray 218-628-3641
100 Pionk Drive
Proctor, MN 55810

Law Enforcement Data

Police Chief
City of Proctor 218-628-3641
100 Pionk Drive
Proctor, MN 55810

Data Request Fee Schedule

These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c). You must pay for the copies before we will give them to you.

For 100 or Fewer Paper Copies – \$.25 single side; \$.50 two sided copies

Other Types of Copies – Actual Cost

The charge for 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.

In determining the actual cost of making paper or electronic copies, we factor in 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 reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies is \$21.50 per hour. If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Copy Charges for Data with Commercial Value

- We calculate copy charges on a case-by-case basis for providing copies of data that have commercial value.

clarification on your request. The City of Proctor will respond to your request as soon as reasonably possible.