



**CITY OF COON RAPIDS  
INFORMATION DISCLOSURE REQUEST**

**Minnesota Government Data Practices Act MS §13**

**Completed by Requester: (\*Optional)**

*Requester Name (Last, First, MI):	Date of Request:		
*Street Address:	*Phone Number:		
*City State, Zip:	*Email:		
Information requested (attach additional sheets if necessary):			
Police	Utilities	Permits	Other
Licensing	Staff	Inspections/Violations	
Detailed description of the data requested:			

**Completed by Department:**

Department Name:	Handled by:
Information Classified as: <input type="checkbox"/> Public <input type="checkbox"/> Non-Public <input type="checkbox"/> Private <input type="checkbox"/> Protected Non-Public <input type="checkbox"/> Confidential	Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved in part (explain below) <input type="checkbox"/> Denied (explain below)
Remarks or basis for denial including Statute section:	
Charges: <input type="checkbox"/> None <input type="checkbox"/> Photocopy: _____ pages x _____ cents = _____ <input type="checkbox"/> Special Rate: _____ (attach explanation) <input type="checkbox"/> Other: _____ (attach explanation)	Identity verified for private information: <input type="checkbox"/> Identification: driver's license, state ID, etc. <input type="checkbox"/> Comparison with signature on file <input type="checkbox"/> Personal knowledge <input type="checkbox"/> Other: _____
Authorized Signature:	Date:

**Return form to City Clerk:**

By fax: 763-767-6531 - Email: [clerk@coonrapidsmn.gov](mailto:clerk@coonrapidsmn.gov) - In person: 11155 Robinson Drive, Coon Rapids, MN 55433



# **How to Make a Data Practices Request for Public Data**

This resource will guide you in making a data practices request under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, for public data that are not about you.

## **1. Identify the Responsible Authority**

Contact the government entity and ask for the name of the person who is the “responsible authority” for data practices prior to making your data practices request. You will want to submit your request directly to the responsible authority.

- The responsible authority for a *state-level entity* (such as a state agency, board or commission) is the commissioner or chief executive officer for that entity.
- The responsible authority for a county social services office is the director of that office.
- Each *elected official* (such as a sheriff, a county auditor or the governor) is the responsible authority for his or her office.
- The responsible authority for *cities, school districts, and other county offices* is appointed by the governing board (such as the city council or school board).

## **2. Ask about access procedures for public data requests**

Ask the government entity about its procedures for accessing public data. The entity may have procedures requiring your request be in writing, or on a specific form that they have developed.

## **3. Make your request under the Minnesota Government Data Practices Act**

In your request, be sure to use the language: “I am making a request for access to public data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13”. This will let the government entity know you are requesting access to data and Chapter 13 governs the response.

## **4. Request access to data rather than asking a question about data**

The responsible authority is only required to respond to requests for access to data under Chapter 13. The responsible authority is not required to respond, or follow timelines in responding, if you only submit a question about data. In the following example, the first statement is a question about data that does not require a response under Chapter 13. The second statement is a request for data requiring a response.

- Why did the county board decide to end the park program?
- I would like access to all data about why the county board decided to end the park program.

## **5. Submit a specific request for access to the public data**

It is important that your request for access to the public data is specific. This will help prevent misunderstanding about your request. A public data request may include:

- Specifically identifying the public data you would like to access
- Explaining how you would like access to the data
  - Would you like to inspect the public data? You can inspect the data for free at the offices of the government entity. You may need to make an appointment to inspect the data.
  - Would you like to receive copies of the public data? You can be charged for copies of the data.
- Submitting your request for data in writing if this is not already required by the entity.

## **Additional Information**

- The government entity cannot require you to identify yourself or ask why you want access to the public data. However, there may be times when it is not possible to access the data without identifying yourself. For example:
  - You may need to identify yourself to make an appointment to inspect the data.
  - You may need to identify yourself if you request that copies of the data are sent to you.
  - The government entity is required to respond to your request for access to public data in an appropriate and prompt manner within a reasonable amount of time.



## **FEEES FOR PROVIDING COPIES OF GOVERNMENT DATA**

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Minnesota Statutes, section 13.03 provides that, if a person requests copies or electronic transmittal of public government data, and the requester is not the subject of the data, the responsible authority for the government entity may require the requester to pay a fee. Regardless of which method is used, you may not charge for separating public data from not public data.

### **FEE CALCULATION METHOD I**

If 100 or fewer pages of black and white, letter or legal size paper copies are requested, you may charge a per-page fee of not more than 25 cents for each page copied (50 cents for a two-sided copy). You are authorized to charge only the per-page fee and cannot require the requester to pay any of the cost listed in Fee Calculation Method II. This provision should not be interpreted to permit division of a single request into requests for copies of fewer than 100 pages in order to avoid charging a fee based on the actual costs of providing copies.

### **FEE CALCULATION METHOD II**

In all other circumstances, including requests to provide data via facsimile, the entity may require the requester to pay the actual costs of searching for and retrieving the data, including the cost of employee time, and for making, certifying, compiling and electronically transmitting copies of the data or the data themselves. Additional criteria for determining copy cost using Method II are set forth at Minnesota Rules, part 1205.0300, subpart 4. The entity may not charge a minimum fee.

#### **A. COSTS THAT MAY BE INCLUDED AS LONG AS THEY ARE REASONABLE:**

1. Staff time required to:
  - a. Retrieve documents
  - b. Sort and label documents, *only* if necessary to identify the data to be copied
  - c. Remove staples or paper clips
  - d. Take documents to copiers for copying
  - e. Copy documents

(May not assess a fee for labor cost (wages/salary plus benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed. The requirement that data be kept in a manner that makes them easily accessible for convenient use may limit the charging for staff time.)

2. Materials (paper, copier ink, staples, magnetic tapes, video or audio cassettes, etc.)
3. Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data. *Note:* Computerized data must be kept in a manner that makes the data easily accessible for convenient use.
4. Mailing costs
5. Vehicles costs directly involved in transporting data to the appropriate facility when necessary

to provide copies (for example, when the entity is unable to provide copying services for photographs, oversized documents, videos, etc.)

6. Electricity costs when the requester uses own scanner to make an unusually large number of copies

**B. COSTS THAT MAY NOT BE INCLUDED:**

1. Purchase or rental of copier
2. Maintenance of copier
3. Normal operating expenses of computer/copier, including electricity used, and machine wear/tear
4. Depreciation of copier
5. Staff time required to:
  - a. Separate public from not public data
  - b. Open a data request that was mailed
  - c. Sort, label or review data, *if not necessary* to identify the data to be copied
  - d. Return documents to storage
  - e. Provide information about the data to the requester (i.e., explain content and meaning of data)
  - f. Prepare data for mailing
  - g. Prepare cover letter, fax sheet or invoice for copies
  - h. Credit payment and perform other associated accounting functions

Note: May not assess a fee for labor costs (wages/salary plus benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed

6. Administrative costs that are not related to copying
7. Records storage
8. Sale tax
9. The entire cost of operating a multi-tasked computer for a measured unit of time, when fulfilling a request for copies was only one of the tasks performed during that unit of time
10. Costs incurred because data are not maintained in a manner that makes them easily accessible for convenient use
11. Search and retrieval costs when data are inspected but no copies are requested

*This information courtesy of: Information Policy Analysis Division, Department of Administration  
201 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155*