

ISD 709 Data Requests Received in CY 2022
Information for School Board
Quarterly Report

- ISD 709 Policy 722-Public Data Requests is followed
- Data requests, however received, are forwarded to Business Services & acknowledged
- All requests are tracked on a spreadsheet
 - When received, who's pulling data, communications, issues, etc
- Request for data is forwarded to appropriate department for retrieval
- Communications occur with requesting party
 - Status of request, timelines for completion, when clarifications needed
 - Discuss any fees, when data is ready
- Fees are collected before data is shared (when requesting party wants copies)
- File created for each request and stores all communications, etc. related to request
- Data requests are kept for three years (per records retention guidelines)

2022 Requests	# of Requests	In Progress	Closed
January	1	0	1
February	5	1	4
March	8	4	4
April	4	0	4
May	6	1	5
June	3	1	2
July	2	1	1
August	3	0	3
September	2	0	2
October	0	0	0
November	1	0	1
December	2	2	0
2022 Totals	37	10	27

Hours Spent on Data Requests	Staff Hours*	Requests	On Average
2022	75	37	2.0
2021	95.5	28	3.4
2020	337.75	31	10.9
2019	204	47	4.3

* Staff hours does not include hours spent by persons outside ISD709 (attorneys, etc)

Attorney Costs	Fees Collected
2022 = \$2,593.29 (thru 12/31)	2022 = \$70.50 (thru 12/31)
2021 = \$4,445.10 (thru 6/21)	2021 = \$21.00 (thru 6/21)
2020 = \$17,929.45	2020 = \$728.99
2019 = \$ 5,013.56	2019 = \$22.00