

108 GOVERNMENT DATA PRACTICES ACT POLICY

I. RIGHT TO ACCESS PUBLIC DATA

The Minnesota Government Data practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says that the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

A government entity is to keep all government data in a way that makes it easy for members of the public to access public data. The public has a right to look at (inspect) all public data that is maintained free of charge. The public also has the right to get copies of public data for which a cost may be charged. The public has the right to look at public data, free of charge, before deciding to request copies.

II. HOW TO REQUEST PUBLIC DATA

A member of the public who wants to look at (inspect) public data, or request copies of public data is required to submit a written data request. A member of the public may use the Data Request Form (which appears at the end of this policy), or submit a written request including the following information:

- A. State that the request is for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13);
- B. Specify whether the request is to inspect public data, obtain copies of public data, or both;
- C. A clear description of the data to be inspected or copied.

Individuals requesting public data are not required to identify themselves, nor to explain the reason for the data request. It may be necessary to provide the School District with personal information for practical reasons (such as, if copies are to be mailed to the individual's address). In the event that the School District does not understand the request, it will need a means to contact the individual making the request.

III. RESPONSE TO DATA REQUEST

The School District will review requests for public data and will respond as follows:

- A. Request clarification as to the requested data;
- B. If the data exists, but it is not public, the School District will provide a response as soon as reasonably possible, and identify the law that restricts the release of the requested data;
- C. If the data exists and is public, the School District will provide ***an appropriate and prompt*** response, within a reasonable amount of time, as follows:

- i. Arrange a data, time, and place for the requested public data to be inspected;
- ii. Make copies of the data available, to be picked up, or mailed. Electronic copies of the data will be provided, upon request, if the data is maintained in that format, and a copy can reasonably be made.

If a member of the public does not understand some of the data (technical terminology, abbreviations, acronyms, etc.), a representative of the School District will provide an explanation if asked.

The Data Practices Act does not require the School District to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if the data is not maintained in that form or arrangement. If the School District agrees to create data in response to a request, the School District will work with the individual making the request on the details of the request, including cost and response time.

The School District is not required to respond to questions that are not about data requests, or requests for government data.

IV. **REQUESTS FOR SUMMARY DATA**

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data.

Members of the public can request summary data on the Data Request Form. The School District will respond to such requests within ten (10) business days with the data, or details of when the data will be ready and the costs to provide the data.

Data Practices Contacts

Responsible Authority
William Gronseth, Superintendent
215 North First Avenue East
Duluth, MN 55802
William.Gronseth@isd709.org

Data Practices Compliance Official
Douglas Hasler, Chief Financial Officer
215 North First Avenue East
Duluth, MN 55802
Data.Request@isd709.org

V. COPY COSTS

Minnesota Statutes, Section 13.03, subdivision 3(c) authorizes the School District to charge for copies.

Members of the public must pay for copies prior to receiving copies of public data.

If possible, and upon request, the School District will provide an estimate of the total cost of producing copies.

100 or fewer pages of black and white, letter or legal size paper copies cost 25 cents for a one-sided copy, or 50 cents for a two-sided copy.

The charge for other types of copies is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, the School District will include employee time, the cost of the materials onto which the data is being copied (paper, CD, DVD, etc.). If the request is for copies of data that the School District cannot copy itself, such as photographs, the School District will charge the actual cost for employing an outside vendor to produce the copies.

DULUTH PUBLIC SCHOOLS - DATA REQUEST FORM



Date of Request: _____

Description of requested data (please be specific, include date spans):

Requested method to access data:

Inspection: _____

Copies: _____

Both Inspection and Copies: _____

Note: There will be a cost charged to provide copies of public data

Contact Information (optional)*

Name: _____

Phone Number: _____

Email address: _____

Address: _____

Duluth Public Schools will respond to your request as soon as possible.

* You do not have to provide any contact information. However, if you want Duluth Public Schools to mail/email copies of data to you, some type of contact information must be provided. Duluth Public Schools would also need contact information from you if it is necessary to clarify your request.