

School District

Data Requests

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]

I. Purpose

~~This~~ The school district policy recognizes ~~its~~ the school district responsibility relative to ~~the dissemination of~~ provide disseminate public data as provided in defined by state statute. ~~when requested.~~

II. General Statement of Policy

The school district will ~~comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.~~ ensure there is a clear process in place for requesting public data that complies with and follows the Minnesota Government Data Practices Act.

III. Definitions

- A. “Public Data” is all government data collected, created, received, maintained, or disseminated by ~~the school district, a government entity~~ unless classified by statute, or temporary classification pursuant to state or federal law, ~~as non-public or protected non-public, or with respect to data on individuals, as private or confidential.~~
- B. “Private” eData means the data is available to the subject of the data and to district employees who need it to conduct the business of the district.
- C. “Confidential” eData means the data is not available to the subject and not accessible by the public.
- D. “Government Data” is all ~~data collected, created, received, maintained, or disseminated by a government entity in its various forms (recorded information a government entity has, including e.g., paper, email, DVDs, photographs, etc.).~~
- E. “Inspection” includes, but is not limited to, the visual inspection of paper and similar types of government data. It does not include printing copies by

the ~~school~~ district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own equipment.

- F. "Summary Data" is statistical records and reports derived from data on individuals in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual are ascertainable.

IV. Responsible Authority

- A. The superintendent or designee will serve as the authority responsible for data requests.
- B. The responsible authority will establish procedures to ensure that requests for government data are received and compiled within an appropriate and prompt manner.
- C. The responsible authority may designate one or more designees.

V. ~~Requesting Data~~ Responding to a Request for Data

- A. All requests for public data must be made in writing and directed to the responsible authority or designee.
- B. Upon receiving a data request the ~~school~~ district will acknowledge it and provide a tentative timeline for fulfillment.
- ~~CB.~~ Prior to fulfilling a request, the district may contact the requestor for the following reasons:
 - 1. ~~To~~ ask for clarification or additional information to help fulfill the request;
 - 2. ~~To~~ indicate that the request may involve a charge or require prepayment; or
 - 3. ~~To~~ discuss scheduling partial or rolling productions of data.
- D. The district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
- ~~EG~~ Upon request to a responsible authority or designee, a person will be permitted to inspect and/or copy public ~~government~~ data at reasonable

times and places, and, upon request, will be informed of the data's meaning.

1. If arrangements are made for the requestor to inspect the data and the requestor does not appear at the time and place established for inspection, and the data is not picked up within 10 business days after the requestor is notified of its availability, the school district will conclude that the data is no longer wanted and will consider the request closed.
- 2.D If the person requests access for the purpose of inspection, the responsible authority may not assess a charge or require the requesting person to pay a fee to inspect the data.

FE. In order to complete a request the district will do one of the following:

1. If the district does not have the data, the requestor will be notified in writing as soon as reasonably possible.
2. If the district has the data but the data are not public, the requestor will be notified as soon as reasonably possible and ~~identified the date and~~ be given ~~specify in writing~~ written notice of the ~~specific statutory section, temporary classification, or specific provision of federal law on which~~ legal authority for the decision to withhold or release the data ~~was made~~.
3. If the district has the data, and the data are public, the district will respond to the request appropriately and promptly, with a reasonable amount of time by doing one of the following:
 - a. arrange a date, time, and place to inspect data, for free, if the request is to look at the data, or
 - b. provide copies of the data as soon as reasonably possible. ~~The requestor may choose to pick up copies, or it will be mailed or faxed.~~ Electronic copies (such as email, ~~portable document format (PDF), or other electronic formats~~ or CD-ROM) will be provided in response to the request. ~~If the data is not in an electronic format (such as printed format), the data will be scanned and emailed to the requestor or copied and made available to be picked up or mailed to the requestor.~~ ~~upon request if the data is currently kept in an electronic format.~~

GF. The Government Data Practices Act does not require the creation or collection of new data in response to a data request, or to provide data in a specific form or arrangement if not kept in that form or arrangement.

- H. The responsible authority will respond within a reasonable time of the receipt of a request to prepare summary data and inform the requestor of the following as appropriate:
 - 1. the estimated costs of preparing the summary data, if any; and
 - 2. a written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise private or confidential data.

- IG. The Government Data Practices Act does not require the district to answer questions that are not requests for data.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
5 U.S.C. § 552 (Freedom of Information Act (FOIA))

Cross References:

[Policy 208 \(Development, Adoption, and Implementation of Policies\)](#)
Policy 406 (Public and Private Personnel Data)
Policy 515 (Protection and Privacy of Student Records)

Policy
adopted: 02/26/18

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

Appendix I to Policy 113

Costs Associated with Public Data Requests

- I. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data.
- II. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs ~~shall~~ will not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied.
- III. For requests totaling more than 100 pages, the ~~district~~ responsible authority may charge the “actual costs” for producing the data, plus a per-page-cost for each paper copy produced.
 - A. “Actual costs“ for producing public data of more than 100 pages are computed by applying DHS staff hourly pay rates to the time required for:
 1. Searching for and retrieving data, (if the requestor is not the data subject)
 2. Making, certifying, sorting, and electronically transmitting or mailing the data, including the cost of employee time.
 3. There is no charge for redaction.
- IV. There is no charge for separating private data from public data.