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Guide for Members of the Public Requesting Information

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

Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email CD-ROMs, photographs, etc.

The Data Practices Act also provides that the City of Pine City must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that City of Pine City keeps, make a request for data to the appropriate individual listed in the Data Practices Contacts document on page 2. You may make your request for data using the data request form on page 4.

If you choose not to use the data request form, your request should include:

- That you, as a member of the public, 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 would like to inspect or have copied.

The City of Pine City cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- If we do not have the data, we will notify you as soon as reasonably possible.
- 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 are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
    - Arrange a date, time, and place to inspect the data , for free, if your request is to look at the data, or
    - Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format. Information about copy charges is on page 3. We also will arrange for you to pre-pay for the copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data
Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. The City of Pine City will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 4 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts
City of Pine City

Data Practices Compliance Official
Holly Wilson, City Administrator
315 Main Street South, Suite 100
Pine City, MN 55063
Phone Number 320-629-2575 Fax Number 320-629-6081 Email admin01@pinecitygov.com

Data Practices Designee
Christine Bloomquist, Assistant City Administrator
315 Main Street South, Suite 100
Pine City, MN 55063
Phone Number 320-629-2575 Fax Number 320-629-6081 Email cbloomquist@pinecitygov.com

Copy Costs – Members of the Public
The City of Pine City charges members of the public for copies of government data. 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.

Paper Copies
Paper costs for black and white paper copies are 25¢ for a one-sided copy, or 50¢ for a two-sided copy. Paper costs for color copies are 75¢ for a one-sided copy, or $1.50 for a two-sided copy.

Most Other Types of Copies – Actual Cost
The charge for most other types of copies, when a charge is not set by statue or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of 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 $40.00 per hour after the first hour.

A summary of costs for copies, fax and research are defined in the City of Pine City Fee Schedule which is adopted by the City Council annually and is available for review at City Hall.

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Information Disclosure Request
Minnesota Government Data Practices Act

A. Completed by Requester

Requester Name (Last, First, M.)	Date of Request:	Phone Number:
Street Address:	Request Type: ☐Inspection ☐Copies ☐Both Inspection and Copies	
City, State, Zip Code:	Signature:	
Description of the Information Requested:		

B. Completed by Department

Received By:
Action: ☐ Approved ☐ Approved in Part (explain below) ☐ Denied (explain below)
Remarks or Basis for Denial Including Statute Section:
Photocopying and Research Fees: ☐ None ☐ _____Pages copied x _____=_____ ☐ _____Hours of research x _____=_____ ☐ Special Rate:_____ (attach explanation)
Authorized Signature:
Date:

City of Pine City
315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 | Phone: 320.629.2575 | Fax: 320.629.6081
E-mail: admin01@pinecitygov.com | Website: pinecity.govoffice.com
This institution is an equal opportunity provider and employer.