City of Albertville
5959 Main Avenue NE, P.O. Box 9
Albertville, MN 55313
763-497-3384 Fax 763-497-3210
www.albertvillemn.gov

Data Practice Policy for Members of the Public

Right to Access Public Data

The Government 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, DVDs, photographs, etc.

The Government Data Practices Act also provides the City of Albertville must keep all government data in a way that makes it easy for you 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

You may request to look at data or obtain copies of data that the City of Albertville keeps by making a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts on page 3. You may make your request for data by mail, fax, or email, using the Data Request form on page 4.

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

- Say that you are making a request for data under the Government Data Practice Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, get copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example, if you request emailed copies, we may need our email address). 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, if we do not understand your request and have no way to contact you, we will not be able to respond to your request.

How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but we are not allowed to give it to you, we will notify you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data is 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 for you to inspect data at our offices; or

- You may choose to pick up your copies or we will mail, email, or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.
- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period time.

If you request copies, we may charge you a fee and require you to pre-pay for your copies. Information about copy charges is below.

The Data Practices Act does not require us to create or collect new data in response to a data request, 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.

We are also not required to respond to questions that are not about your data request, or requests for government data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing identifying information about individuals from entirely private or confidential data. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and [pre-pay/pay] for the cost of creating the data. You may use the data request form on page 4 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority
Kris Luedke
5959 Main Avenue NE
Albertville, MN 55301
763-496-6801
Krisl@albertvillemn.gov

Data Practices Compliance Official
Kris Luedke
5959 Main Avenue NE
Albertville, MN 55301
763-496-6801
Krisl@albertvillemn.gov

Data Practices Designee – Finance
Tina Lannes
5959 Main Avenue NE
Albertville, MN 55301
763-497-3384 x102
Tinal@albertvillemn.gov

Data Practice Designee – Building Department
Maeghan Becker
5959 Main Avenue NE
Albertville, MN 55301
763-497-3384 x103
Maeghanb@albertvillemn.gov

Copy Costs – Members of the Public

The City of Albertville charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

We may require you to pay for your copies before we will give them to you. The charges below may vary when a charge is set by statute or rule.

Cost for Photo Copies

Per Section 3-1-3 of the Albertville City Code, the charge is 25¢ for a one-sided copy, or 50¢ for a two-sided black and white copy.

Most Other Types of Copies – Actual cost

The charge for most other types of copies 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, when a charge is not set by statute or rule, 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, we include employee time, the cost of the 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 copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

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City of Albertville

Data Request Form – Members of the Public

5959 Main Avenue NE
Albertville, MN 55301

763-497-3384
Fax: 763-593-3969

Date of request: _____

I am requesting access to data in the following way:

☐ Inspection ☐ Copies ☐ Both inspection and copies

Note: Inspection is free. Per Title 3, Chapter 1 of the Albertville City Code, the fee is $.25 per page. You may be required to pay for copies before we will give them to you.

These are the data I am requesting:
Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

_____

_____

_____

_____

_____

Contact Information

Name: _____

Address: _____

Phone number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you would like us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.