

You may make your request for public data the City may hold in writing only and only in “hard copy” format delivered in person or sent to the responsible party via US MAIL. Please use the this FORM and provide it to:

## Data Request Form – Requesting Public Data

---

City of Credit River  
Attn: DATA PRACTICES ACT – Responsible Authority  
18985 Meadow View Blvd  
Prior, Lake, MN 55372

**Request date:**

**The data I am requesting:**

Describe the data you are requesting as specifically as possible.

**I am requesting access to data in the following way:**

- Inspection
- Copies
- Both inspection and copies

**NOTE: The city may also charge for costs associated with all retrieval and compilation of data, including those where only inspection is requested or for a conversion to digital formats. The city will provide you with an estimated cost that will require prepayment prior to any search or compilation commencing.**

**Contact information (optional)\***

Name:

phone number:

email address:

address:

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

\* You do not have to provide any contact information. However, if you want us to mail/email you a copy of the data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.



# CITY OF CREDIT RIVER - Data Practices Policy

## Your Right to See 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 means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc. The law also says that cities 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) 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 (including staff time to compile data) and we will provide these for your inspection before you may ask for copies.

## How to Request Public Data

---

You may make your request for public data the City may hold in writing only and only in “hard copy” format delivered in person or sent to the responsible party via US MAIL. Please use the enclosed FORM and provide it to:

**City of Credit River**

**Attn: DATA PRACTICES ACT – Responsible Authority**

**18985 Meadow View Blvd**

**Prior, Lake, MN 55372**

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 want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

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

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- You can ask to look at (inspect) data at our offices or ask for copies of public data that we keep.

## How We Will Respond to Your 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 within 10 business days.
- If we have the data, but we are not allowed to give it to you, we will tell 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 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 for you to inspect the data at our offices; or
  - You may choose to pick up your copies, or we will mail or email 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 by the number of requests you make in a given period of time.

If you do not make arrangements within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed. If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. 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, 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 is 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 requests, or requests for government data.

## Requests for Summary Data

---

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. You may use the data request form 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. We will commence the preparation of the summary data if you make your request in writing and PREPAY based upon a responsible estimate for the cost of creating the data.

## City Data Practices Contacts

---

### City of Credit River - Responsible Authority Contacts are

#### Data Practices Compliance Official

Name: City Administrator  
Address: 18985 Meadow View Blvd Prior Lake, MN 55372  
Phone #: 652-440-5515

#### Data Practices Designee(s)

Name: City Clerk  
Address: 18985 Meadow View Blvd Prior Lake, MN 55372  
Phone #: 952-440-5515

## Copy Costs & Staff Time – When You Request Public Data

---

Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.

1. You must pay for the copies before we give them to you.
2. We do not charge for copies if the estimated cost is less than \$25.00
3. Multiple requests made within the same 10 business-day period will be treated as a single request for the purpose of calculating total copy costs.
4. If possible, we will provide you with an estimation of the total cost of supplying copies and will be required to be paid in advance.
5. These costs are in addition to the cost of staff time necessary to secure / search and compile the data. The employee charge per hour is set at their average compensation rate per hour but shall not be less than \$35/hour.

### For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 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 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, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.