



Adopted
April 19, 2018

Public Data Request Form

Date of Request: _____

I am requesting access to data in the following way:

Inspection Copies Both inspection and copies

*****Inspection is free, however the District charges for the costs of copies when over \$5.00 , refer to copy cost charges policy section for more information.***

These are the data I am requesting:

Describe the data you are requesting as specifically as possible in the space below. If more space is needed please attach additional paper to this form.

Contact Information

Name: _____

Address: _____

Phone Number: _____ E-mail address: _____

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

Data Practices Policy for the Public



Minnesota Statutes, Sections 13.025 and 13.03 requires this policy

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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, DAVDs, photographs, etc.

The law also says that Pelican River Watershed District 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 Request Public Data

You can ask to look at (inspect) data at our office, or ask for copies of public data that we keep by completing the Data Request Form. 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 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.

How We will Respond to Your Public 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 15 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 office or
 - ⇒ We will provide notice to you about our requirement to prepay for copies.
 - ⇒ You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies 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 of time.
 - ⇒ Following our response, 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.

How We will Respond to Your Public Data Request (continued)

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 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 requests, or requests for government data.

Requests for Summary Public Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. You may use the Pelican River Watershed District 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.

Data Practices Contacts

Responsible Authority

Attn: Administrator
Pelican River Watershed District
211 Holmes St. West, Suite 201
Detroit Lakes, MN 56501
(218) 846-0436
prwdinfo@arvig.net

Data Practices Designee

Attn: Office Coordinator
Pelican River Watershed District
211 Holmes St. West, Suite 201
Detroit Lakes, MN 56501
(218) 846-0436
prwdinfo@arvig.net

Data Practices Compliance Official

Attn: Administrator
Pelican River Watershed District
211 Holmes St. West, Suite 201
Detroit Lakes, MN 56501
(218) 846-0436
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Copy Costs—When You Request Public Data

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Minnesota Statutes, Section 13.03, subdivision 3 (c) allows us to charge for copies. All copies must be paid before we will give them to you. We do not charge for copies if the cost is less than \$5.00. Multiple requests made within the same 10 business-day period will be treated as a single request for the purposes of calculating whether the minimum of \$5.00 is met. We will give you an estimate of the costs, if you ask.

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 cents for a one-sided copy, or 50 cents 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 materials onto which we are copying the data (paper, CD, flash drive, etc.) and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, or large scale drawings, we will charge you the actual cost we must pay an outside vendor for the copies. The cost of the employee time will be computed using the hourly rate of the lowest-paid employee who is capable for completing the task. If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion at the higher salary/wage and we will include it in the estimate.

Notice to Commissioner of Administration: Adoption of Model Policies

Pelican River Watershed District has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies Pelican River Watershed's obligation under Minnesota Statutes, section 13.073, subdivision 6.

Tera Guetter, Administrator

Date