



## **City of Maplewood**

# **Data Request Policy for the Public**

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## Your Right to See Public Data

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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 the City of Maplewood 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

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You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep.

Make a written request by using our [online form](#) or by submitting the data request form (page 5) by email, mail or fax. You can also submit your request by emailing the Responsible Authority [andrea.sindt@maplewoodmn.gov](mailto:andrea.sindt@maplewoodmn.gov).

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 may make a standing data request to inspect or receive copies of data on an ongoing basis. Your standing data request must be in writing and may require prepayment of the fees. Any standing data request will automatically expire after six (6) months, at which time, if you still wish to receive data, you must renew your request in writing.

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 Data Request

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Upon receiving your written 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 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 also by the number of requests you make in a given period of time.
- If you do not arrange to inspect the data or pay for the copies within 10 business days after we tell you the data are ready, 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 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.

## **Request for Summary Data**

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Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We will create summary data if you request it in writing and pre-pay for the cost of creating the data.

You may use the data request form on page 5 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 Request Contacts

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### **Responsible Authority and Data Practices Compliance Official**

Andrea Sindt, City Clerk  
City of Maplewood  
1830 County Road B E, Maplewood MN 55109  
651-249-2002 Phone  
651-249-2009 Fax  
[andrea.sindt@maplewoodmn.gov](mailto:andrea.sindt@maplewoodmn.gov)

### **Personnel Data Practices Designee**

Terrie Rameaux, Human Resources Coordinator  
City of Maplewood  
1830 County Road B E, Maplewood MN 55109  
651-249-2054 Phone  
651-249-2059 Fax  
[terrie.rameaux@maplewoodmn.gov](mailto:terrie.rameaux@maplewoodmn.gov)

### **Law Enforcement Data Practices Designee**

Brian Bierdeman, Public Safety Director  
City of Maplewood  
1830 County Road B E, Maplewood MN 55109  
651-249-2602 Phone  
651-249-2699 Fax  
[brian.bierdeman@maplewoodmn.gov](mailto:brian.bierdeman@maplewoodmn.gov)

## **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.

### **100 or fewer pages**

The City will not charge a fee if 30 or fewer pages are requested; otherwise there is a \$0.25 fee per page, black and white, single sided or a \$.50 per page for a color copy if the request is for under 100 pages.

### **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.

The City will not charge a fee if it takes less than 15 minutes of staff time to search, retrieve and make copies.

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.

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

- The cost of the materials onto which we are copying the data:
  - single sided, black/white page: \$0.08 (based on a nationally recognized copy service center)
  - single sided, color copy: \$0.89 (based on a nationally recognized copy service center)
  - CD/DVD: \$0.50
- Mailing cost: standard USPS mailing fee



City of Maplewood | **Citizen Services Department**  
1830 County Road B East | Maplewood, MN 55109  
651-249-2000 | 651-249-2009 (fax)  
[andrea.sindt@maplewoodmn.gov](mailto:andrea.sindt@maplewoodmn.gov)

## Data Request Form – Requesting Public Data

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**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 (free)
- Paper copies
- Electronic copies

**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 copies of 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.