



Courthouse, 629 North 11th Street, Suite 7, Montevideo, MN 56265
Phone: 320-269-2696

Data Practices 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, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that Chippewa Soil & Water Conservation District (SWCD) 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 Government Data Practices Act allows Chippewa SWCD 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 can look at data, or request copies of data the Chippewa SWCD keeps. Written requests for data must be made to the District Manager by mail or email using the data request form found at the end of this document.

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

- A statement that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.

Chippewa SWCD 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 (for example, you want us to mail or email you copies of data), we may need some information about you. If you choose not to give us any identifying information, it will be the requesting person's responsibility to contact the Chippewa SWCD to check on the status of the request. If the Chippewa SWCD does not understand your request and have no way to contact you, we will not be able to begin processing your request.

How Chippewa Soil & Water Conservation District Responds to a Data Request

Upon receiving a written request, we will work to process it.

- If it is not clear what data you are requesting, we will ask you for clarification.



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- If Chippewa SWCD does not have the data, the requestor will be notified in writing as soon as reasonably possible, given we have the contact information.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible.
- 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 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 them to you. We will provide electronic copies (such as email) upon request if we keep the data in electronic format.

Information about copy charges is on page 4.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will do our best to clarify.

The Government Data Practices Act does not require Chippewa SWCD 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, we are not required under the Government Data Practices Act to respond to questions that are not specific 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. Chippewa SWCD will prepare summary data if you make your request in writing and prepay for the cost of creating the data.

Upon receiving your written request – you may use the data request form at the end of this document – 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.



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Data Practices Contacts

Responsible Authority

Chippewa SWCD District Manager

629 N. 11th Street, Suite 7, Montevideo, MN 56265

320-269-2696

zach.bothun@swcd.chippewa.mn

Data Practices Compliance Official

Chippewa SWCD District Manager

629 N. 11th Street, Suite 7, Montevideo, MN 56265

320-269-2696

zach.bothun@swcd.chippewa.mn

Data Practices Designee(s)

Chippewa SWCD Technical Manager

629 N. 11th Street, Suite 7, Montevideo, MN 56265

320-269-2696

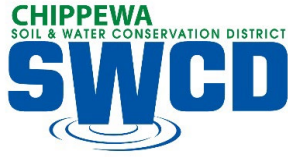
zach.bothun@swcd.chippewa.mn

Chippewa SWCD Office & Financial Coordinator

629 N. 11th Street, Suite 7, Montevideo, MN 56265

320-269-2696

desirae.jarett@swcd.chippewa.mn



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Copy Costs – Members of the Public

This government entity charges 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. The charge per copy over 10 copies is 50 cents per printed side.

In addition, you will be charged the cost of the employee time to make copies. This cost will be the employees current billing rate.

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 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 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 reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

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 of the copy charge at the higher salary/wage.



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Data Request Form – Members of the Public

Request date:

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies

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

Contact information

Name: _____

Address: _____

Phone: _____

Email: _____

Note: 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. 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.

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.



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Notice of Adoption of Model Policies

[Minnesota Statutes, section 13.025, subdivisions 2 and 3](#), require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and [Minnesota Statutes, section 13.03, subdivision 2](#), requires entities to establish procedures so that data requests are complied with appropriately and promptly.

[Minnesota Statutes, section 13.073, subd. 6](#), requires the Commissioner of Administration to prepare [model policies and procedures](#) to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

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

Thomas Warner

District Manager

1/9/2017

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Information Policy Analysis Division (IPAD)
201 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
info.ipad@state.mn.us