

## **Data Practices Policy for Members of the Public City of Breckenridge**

### **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 this government entity 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 for a charge.

### **How to make a data request**

You can look at data, or request copies of data that this government entity keeps. Make your request for data to the appropriate individual listed in the Data Practices Contacts on pages 2 and 3.

Make a written request. You must make your written request by completing and submitting a Data Request Form – Members of the Public on page 4 below. You may make your request via mail, fax, or email.

This government entity 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 (if, for example, you want us to mail you copies of data), we may need some information about you. 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, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

### **Requests for summary data**

“Summary data” means statistical records and reports derived from data on individuals but which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. 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 prepay for the cost of creating the data.

### **Data Practices Contacts**

#### *Responsible Authority*

Lori Conway  
420 Nebraska Ave  
Breckenridge, MN 56520  
Phone: (218) 643-1431

Fax: (218) 643-1173  
Email: [lconway@breckenridgemn.net](mailto:lconway@breckenridgemn.net)

*Data Practices Compliance Official*

Lori Conway  
420 Nebraska Ave  
Breckenridge, MN 56520  
Phone: (218) 643-1431  
Fax: (218) 643-1173  
Email: [lconway@breckenridgemn.net](mailto:lconway@breckenridgemn.net)

*Data Practices Designee(s)*

Liane Mauch  
420 Nebraska Ave  
Breckenridge, MN 56520  
Phone: (218) 643-1431  
Fax: (218) 643-1173  
Email: [лмаuch@breckenridgemn.net](mailto:лмаuch@breckenridgemn.net)

Kris Karlgaard  
515 Dacotah Avenue  
Breckenridge, MN 56520  
Phone: (218) 643-5506  
Fax: (218) 643-9115  
Email: [kkarlgaard@breckpd.com](mailto:kkarlgaard@breckpd.com)

**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.*

*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 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.

## Data Request Form – Members of the Public

**Requesters:** Please complete this form and return it to Renae Smith, City of Breckenridge, 420 Nebraska Avenue, Breckenridge, MN 56520 or send it via email to [iconway@breckenridgemn.net](mailto:iconway@breckenridgemn.net). If this request is for data from the Breckenridge Police Department, return it to Chief Karlgaard, Breckenridge Police Department, 515 Dacotah Avenue, Breckenridge, MN 56520 or send it via email to [kkarlgaard@breckpd.com](mailto:kkarlgaard@breckpd.com).

**Request date:** \_\_\_\_\_

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

Inspection                       Copies (printed or electronic)                       Both inspection and copies

Note: Inspection is free, but the City of Breckenridge will charge for copies (printed or electronic).

### Contact information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

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.

**Describe the data you are requesting as specifically as possible:**

## 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

City of Breckenridge has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies the City of Breckenridge's obligation under Minnesota Statutes, section 13.073, subdivision 6.

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City Administrator

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Date

*\*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](mailto:info.ipad@state.mn.us)