

**Data Practices Policy
Guide for Members of the Public Requesting Information**

City of Tyler

This document is required by Minnesota Statutes, section 13.03, subdivision 2(b).

Right to Access Public Data

The 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, CD-ROMs, photographs, etc.

The Data Practices Act also provides that the city of Tyler 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 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 Make a Data Request

To look at data or request copies of data that the city of Tyler keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document on page 4. You may make your written request for data by mail, email or fax by completing Section A of the Information Disclosure Request form on page 6. Requests for a small amount of public data may not require a written request, at the sole discretion of the Responsible Authority or Designee for the department which maintains the data.

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

- that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

The city of Tyler 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.

How We Respond to a Data Request

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

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you in writing as soon as reasonably possible and state which specific law says the data are not public.
- 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 or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format. Information about copy charges is on page 5. We also will arrange for you to pre-pay for the copies. Pre-payment of copies is required unless other arrangements are approved by the Department Head or Data Practices Compliance Official for the responding department.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. 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 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, the Data Practices Act does not require us to answer questions that are not 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. The city of Tyler will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the Information Disclosure Request form on page 6 – 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.

Data Practices Contacts City of Tyler

Office	Responsible Authority	Data Practices Compliance Official	Designees
City Hall	Stephanie LaBrune, Administrator 230 N. Tyler St. Tyler, MN 56178 507-247-5556; Fax 507-247-5557 cityadmin@heartlandpower.org	Stephanie LaBrune, Administrator 230 N. Tyler St. Tyler, MN 56178 507-247-5556; Fax 507-247-5557 cityadmin@heartlandpower.org	Terri Ryan: tryan@heartlandpower.org Sandra Bakker: sbakker@heartlandpower.org
City Library	Shelly Finzen 230 N. Tyler St. Tyler, MN 56178 507-247-5556; Fax 507-247-5557	Stephanie LaBrune, Administrator 230 N. Tyler St. Tyler, MN 56178 507-247-5556; Fax 507-247-5557 cityadmin@heartlandpower.org	Shelly Finzen: tylerlib@plumcreeklibrary.net
City Utility Department	Stephanie LaBrune, Administrator 230 N. Tyler St. Tyler, MN 56178 507-247-5556; Fax 507-247-5557 cityadmin@heartlandpower.org	Stephanie LaBrune, Administrator 230 N. Tyler St. Tyler, MN 56178 507-247-5556; Fax 507-247-5557 cityadmin@heartlandpower.org	Dean Beck David Haroldson Judd Guida Sandra Bakker Terri Ryan
City Attorney	Glen Petersen, City Attorney 225 N. Tyler St. Tyler, MN 56178 507-247-5515	Glen Petersen, City Attorney 225 N. Tyler St. Tyler, MN 56178 507-247-5515	
City Police	John Spindler, Police Chief 230 N. Tyler St. Tyler, MN 56178 507-247-5556; Fax 507-247-5557 tylerpolice@msn.com	John Spindler, Police Chief 230 N. Tyler St. Tyler, MN 56178 507-247-5556; Fax 507-247-5557 tylerpolice@msn.com	
All other City Offices	Stephanie LaBrune, Administrator 230 N. Tyler St. Tyler, MN 56178 507-247-5556; Fax 507-247-5557 cityadmin@heartlandpower.org	Stephanie LaBrune, Administrator 230 N. Tyler St. Tyler, MN 56178 507-247-5556; Fax 507-247-5557 cityadmin@heartlandpower.org	

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Copy Costs – Members of the Public

City of Tyler

The City of Tyler charges members of the public 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 they will be given to you. Pre-payment of copies is required unless other arrangements are approved by the Department Head or Data Practices Compliance Official for the responding department.

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.

The cost of employee time to search for data, retrieve data, make copies and prepare copies for delivery is \$20.00 per hour. 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.

TYLER CITY DATA/INFORMATION DISCLOSURE REQUEST

A. Requester Complete

Note: Request Frequency – Private Data on individuals. After you have been shown the data and informed of its meaning, the data need not be disclosed to you until six months thereafter unless a dispute or action is pending or additional data on you has been collected.

1. Requester Name (Last, First, MI)	2. Company Name (if applicable)	3. Date of Request
4. Parent/Guardian Name (if applicable – for request for data about minor)	5. Description of Requested Information	
6. Mailing Address		
7. City, State, ZIP code		
8. Phone (if required to advise when data is ready)		
9. e-mail address (if required for electronic delivery of data)	10. I am requesting access to the data in the following way: <input type="checkbox"/> Inspection <input type="checkbox"/> Copies <input type="checkbox"/> Both Inspection and Copies Note: Inspection is free, but there is a charge for copies	
11. Requester Signature (If required to prove identity – for requests for private data)		

Note: You are not required to complete the name & contact information requested. However, if we do not understand your request & need clarification, we may not be able to begin processing it until you contact us. Also, we will need contact information if you want us to mail or email data to you.

B. City Department/Division Complete

12. Department:	13. Request Handled By:
14. Request Type: <input type="checkbox"/> In-Person <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-mail	15. Requested by: <input type="checkbox"/> Subject of Data <input type="checkbox"/> Not the Subject of Data
16. The Information Requested is Classified: <input type="checkbox"/> Public <input type="checkbox"/> Non-Public <input type="checkbox"/> Private <input type="checkbox"/> Protected Non-Public <input type="checkbox"/> Confidential	17. Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (explain in #20) <input type="checkbox"/> Approved in Part (explain in #20)
18. Identification provided (if request for private data ONLY – see Page 2 for Standard for Verifying Identity) Indicate form of identification provided:	
19. Authorized Signature:	
20. Remarks/Comments: (If requested data is classified so as to deny access to the requester, cite authority or reason. Also enter any other remarks or comments that are appropriate:	
21. Date Completed:	22. Date Notified & by Whom:

C. Department/Division Complete when Fees are assessed

(A receipted copy of this form is to be provided to the requester each time money is received.)

23. <input type="checkbox"/> Fees: Flat Rate	24. <input type="checkbox"/> Fees: Special Rate $\frac{\text{_____}}{\text{(# of items)}} \times \text{_____} = \text{_____}$ <div style="text-align: center; font-size: small;">(Rate Amt.)</div>
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I have received from the above named, the amount(s) indicated below opposite my signature(s) for providing the information requested.

25. Total Amount Due	\$	Received By:	Today's Date:
25a. Amount to be Prepaid (50% of est. totals over \$50.00)	\$	Received By:	Today's Date:
25b. Balance Due (Upon completion of copying)	\$	Received By:	Today's Date:

D. Requester, Please Note Items Checked

- Make check/money order payable to:
City of Tyler

If mailed, return entire form and any fees to:
