



## COMMISSION POLICY Data Requests

Category: <b>Administration</b>	Subcategory:	Policy Number: <b>A.1</b>
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### Right to Access Public Data

The Government Data Practices Act ([Minnesota Statutes, Chapter 13](#)) presumes that all government data is public unless a state or federal law says the data is not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that Grand Rapids Public Utilities must keep all government data in a way that makes it easy, as a member of the public, to access public data. The public has the right to look at (inspect), free of charge, all public data. The public also has the right to get copies of public data. The Government Data Practices Act allows Grand Rapids Public Utilities to charge for 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). The public has 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 Grand Rapids Public Utilities keeps, a written request should be made to the appropriate individual listed in the Data Practices Contacts on page 3. Requests for data may be submitted by mail, fax, email or in person using the Data Request Form on page 5.

If the data request form is not used, the request should include:

- That the requester, as a member of the public, is making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13,
- Whether the requester would like to look at the data, obtain copies of the data, or both, and
- A clear description of the data the requester would like to inspect or have copied

Grand Rapids Public Utilities cannot require a member of the public to identify themselves or explain the reason for the data request. However, depending on how the request is to be processed (for example, if copies are to be mailed), some contact information may be needed. If no identifying information is provided, this government entity will provide contact information so the requester may

check on the status of the request. If the request is unclear and there is no way to contact the requester, the request cannot be processed.

## **How We Respond to a Data Request**

Upon receiving a request, Grand Rapids Public Utilities will work to process it.

If Grand Rapids Public Utilities does not have the data, the requester will be notified in writing as soon as reasonably possible.

If Grand Rapids Public Utilities has the data but is not public, the requester will be notified in writing as soon as reasonably possible and provided with the specific law that classifies the data as not public.

If the data is public, the request will be fulfilled appropriately and promptly, within a reasonable amount of time, by doing one of the following:

- Arranging a date, time, and place to inspect the data at no charge, or
- Providing copies of the data as soon as reasonably possible. Hard copies may be picked up, mailed, or faxed. If copies are to be sent, the requester must provide an address or fax number. Electronic copies (such as email, cloud repository, or flash drive) will be provided upon request if the data is maintained in electronic format.

Information about copy charges is on page 5. Prepayment for copies may be required.

If any of the data is not understood (technical terminology, abbreviations, or acronyms), an explanation will be provided upon request.

The Government Data Practices Act does not require Grand Rapids Public Utilities to create or collect new data in response to a data request if the data does not already exist, or to provide data in a specific form or arrangement if it is not maintained in that form. If Grand Rapids Public Utilities agrees to create data in response to a request, details including cost and response time will be coordinated.

In addition, the Government Data Practices Act does not require Grand Rapids Public Utilities 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 non-public data. The preparation of summary data is not a means to gain access to private or non-public data. Grand Rapids Public Utilities will prepare summary data if a written request is submitted and the cost of creating the data is prepaid. Upon receiving a written Data Request Form, Grand Rapids Public Utilities will respond within ten (10) business days with the data or with details regarding when the data will be available and the associated cost.

## Data Practices Contacts

### Responsible Authority

Julie Kennedy, General Manager

500 SE 4<sup>th</sup> Street

Grand Rapids, MN 55744

Phone: 218-326-7687

Fax: 218-326-7698

Email: [jakennedy@grpuc.org](mailto:jakennedy@grpuc.org)

### Data Practices Compliance Official

Megan Sjostrand, Executive/HR Assistant

500 SE 4<sup>th</sup> Street

Grand Rapids, MN 55744

Phone: 218-326-7189

Fax: 218-326-7698

Email: [mrsjostrand@grpuc.org](mailto:mrsjostrand@grpuc.org)

## Copy Costs – Members of the Public

Grand Rapids Public Utilities 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 we will give them to you.

### **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.

In determining the actual cost of making copies, Grand Rapids Public Utilities factors in employee time, the cost of the materials onto which the data is copied (paper, electronic file, flash drive), and mailing costs, if any. If a request is made for copies of data that Grand Rapids Public Utilities cannot reproduce itself, such as photographs or certain electronic records requiring the assistance of an IT consultant, the requester will be charged the actual cost paid to an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies is set the Grand Rapids Public Utilities Ancillary Fee Schedule. If, because of the subject matter of a request, it is necessary for a higher-paid employee to search for and retrieve the data, the search and retrieval portion of the copy charge will be calculated at the higher salary/wage.

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GRPU Commissioner

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GRPU Commissioner

### **POLICY HISTORY:**

**Adopted:**

**Revised:**



# INFORMATION DISCLOSURE REQUEST

## Minnesota Government Data Practices Act

### A. COMPLETED BY REQUESTER

<b>REQUESTER NAME (LAST, FIRST, M):</b>	<b>DATE OF REQUEST:</b>
<b>STREET ADDRESS:</b>	<b>PREFERRED METHOD OF CONTACT:</b> <input type="checkbox"/> PHONE <input type="checkbox"/> MAIL <input type="checkbox"/> EMAIL <input type="checkbox"/> FAX
<b>CITY, STATE, ZIP CODE:</b>	<b>PHONE NUMBER:</b>
<b>SIGNATURE:</b>	<b>FAX NUMBER:</b>
<b>EMAIL:</b>	
<i>Note: Grand Rapids Public Utilities 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, we may need some information about you. 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.</i>	
<b>DESCRIPTION OF THE INFORMATION REQUESTED</b> - please describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form or attach additional sheets:	

### B. COMPLETED BY DEPARTMENT

<b>DEPARTMENT NAME:</b>	<b>HANDLED BY:</b>
<b>INFORMATION CLASSIFIED AS:</b> <input type="checkbox"/> Public <input type="checkbox"/> Non-Public <input type="checkbox"/> Private <input type="checkbox"/> Protected Non-Public <input type="checkbox"/> Confidential	<b>ACTION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part (explain below) <input type="checkbox"/> Denied (explain – include statute)
<b>REMARKS OR BASIS FOR DENIAL, INCLUDING STATE STATUTE:</b>	
<i>Note: According to MS § 13.03, subd. 3, authorizes us to charge fees to recover costs to provide copies of data, including costs associated with searching, compiling, copying, mailing, or otherwise transmitting data. Prepayment is required prior to receiving copies of data. We do not charge for inspection of data or for separating not public data from public data.</i>	
<b>COPY CHARGES:</b> <input type="checkbox"/> None <input type="checkbox"/> _____ Pages (per side) = \$ _____ <input type="checkbox"/> Employee Time (only charge if over 100 pg) = \$ _____ <input type="checkbox"/> Other Charges: _____ = \$ _____ <input type="checkbox"/> Special Rate: (attach explanation) = \$ _____ <div style="text-align: right;">Total Charges: \$ _____</div>	<b>IDENTITY VERIFIED FOR PRIVATE INFORMATION:</b> <input type="checkbox"/> Identification: Driver's License, State ID, Etc. <input type="checkbox"/> Comparison with Signature on File <input type="checkbox"/> Personal Knowledge <input type="checkbox"/> Other: _____
<b>AUTHORIZED SIGNATURE:</b>	<b>DATE:</b>