

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Steven Anderson
Meeting Date:	Tuesday, July 14, 2026
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval of the Data Practice Policies
Background Information:	Minnesota Statutes, section 13.025 requires all government entities subject to the Data Practices Act to create policies about access to public data as well as the rights of data subjects. The statute also requires government entities to review and update these policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data. Staff have made minor amendments to update the policy to include digital files and digital means of disseminating data when files are too large to email (i.e. OneDrive link or flash drive). Staff also clarified that requests that have been completed but are not collected or paid for by the requestor after five days the request may be considered closed if no response is received. Previously the policy said that a request may be suspended, which would be temporary and could sit as an open item indefinitely. These changes were made to both the policy for members of the public and the policy for the data subject.
Fiscal Impact:	n/a
Alternative/Variations:	To make additional amendments or no changes.
Recommendations:	To approve the changes to the City of Marshall Data Practice Policy for Members of the Public and Data Practices Policy for Data Subject.