

CITY OF LONGVILLE PUBLIC DATA REQUEST FORM

Right to Access Public Data

According to the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13), all government data are presumed to be public unless a state or federal law says otherwise. It is the responsible authority's duty to respond to requests for data. The responsible authority must allow access to or provide copies of data upon request, and must provide the specific statutory authority when access is denied.

The Data Practices Act also provides the government data be maintained in a way that makes it easy for you, as a member of the public, to access. You have the right to look at all public data that we keep, free of charge; to get copies of public data, for which the Data Practices Act allows us to charge; and 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 kept by the City you must make a request directly to the Longville City Clerk. You may make your request by phone; or by mail, fax or email using the Data Request Form (attached).

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

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

The City 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, such as your name and address. 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. However, 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 request, we will begin to process it.

- If we do not have the data, we will notify you as soon as reasonably possible.

- If we have the data, but the data are not public, we will notify you 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 within a reasonable amount of time by doing one of the following:
 - Arrange a date, time and place for you to inspect data, at no charge, if your request is to look at 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 data stick), upon request, if we maintain the data in electronic format. Information on copy charges can be found below. Prepayment is required in the form of check or cash. Credit cards are not accepted.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the City Clerk for explanation, which will be provided should that information be known to them.

The Data Practices Act does not require us to create or collect new data in response to a data request, 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 in response to your request.)

Data Practices Contacts

All requests for public data must be made to the Responsible Authority. The Responsible Authority is the individual responsible for establishing and overseeing data access processes.

The Longville City Responsible Authority:

Christina Herheim, City Clerk
 P.O. Box 217
 Longville, MN 56655
 218-363-2022; Fax 218-363-2726
 cityoflongville@gmail.com

Applicable Charges

Labor charges for retrieval time, sorting, document preparation, copying, etc.

Copy Charges- Black and White

.25/page single sided

.50/page double sided

Copy Charges- Color

1.00/page single sided

2.00/page double sided

Fax Charges

\$5.00/ each increment of 10 pages

Mailing Charge – 2.00 plus current postage rates

Research fee, 1 hour minimum- 25.00 per hour

City of Longville Public Data Request Form

Date of request: _____

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

☐ Inspection ☐ Copies ☐ Both inspection and copies

Note: Inspection is free, but there is a charge for copies. Prepayment is required in the form of check or cash. Credit cards are not accepted.

These are the data I am requesting

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Note: You do not have to provide any of the above contact information. However, if you want us to mail your requested 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 be unable to begin to process your request.

The City of Longville will respond to your request as soon as reasonably possible.

For internal use	
Date request received:	
Date of response:	
Method of response:	
Charges:	
Amt. Due:	Received by:

