

TO REQUEST DATA:

Download, complete, and return the data request form page four of this document. Please be as specific as possible in making your request so we understand exactly what information you are looking for.

General Guidelines:

- ✓ Any member of the public is allowed to view public information without charge.
- ✓ Public information can be accessed through the City of Hokah website at www.cityofhokah.com
- ✓ Non-electronic data may be viewed only at Hokah City Hall during normal business hours.
- ✓ Viewing information does not include receiving copies of information.
- ✓ Any member of the public may obtain a copy of non-copyrighted public data upon request for a fee as indicated on the City of Hokah current Fee Schedule.
- ✓ City of Hokah staff will provide access to public data as soon as we reasonably can. However, the data may not be available immediately if time is required to locate, copy, availability of staff that maintains the particular data you are interested in and / or to separate public from nonpublic data.
- ✓ The City of Hokah is not required to provide data or forms of data that we do not keep.
- ✓ Upon request, city staff will explain the content and meaning of the data.
- ✓ If the City of Hokah stores the data requested on computer, you may be asked for an email address so we may provide you with a copy of the data in electronic format. The city is not required to provide the data in a manner different from the format in which the data is stored. However, if staff agrees to do so, you will be charged for the cost of providing a copy.
- ✓ If the data you requested is determined not to be public, City of Hokah staff will notify you as soon as reasonably possible and will tell you which law applies. If requested, this explanation can be provided to you in writing.

YOUR RIGHT TO ACCESS GOVERNMENT DATA

The Minnesota Government Data Practices Act (MGDPA) gives you, and all members of the public, the right to see of all public data that government entities keep unless there is a state or federal statute that classifies the data as not public. In addition, it gives you, and all members of the public, the right to have a copy of any public data for any reason as long as the data is not classified as not public or copyrighted.

You have the right to:

- know what types of data government entities keep and how the data are classified.
- know what the entity's procedures are for requesting government data.
- inspect any public data that government entities keep at no charge.
- see government data without telling the government entity who you are or why you want the data.
- obtain a copy of any public data the government entity keeps although the government entity also has the right to charge you the cost for providing copies.
- know why you can not see or have copies of data that are not public. The government entity must tell you the specific state statute or federal law that makes the data not public. You have the right to have this stated in writing.
- have the entity respond to you request in a reasonable amount of time.

A Brief Overview of the Minnesota Data Practices Act

The Minnesota Government Data Practices Act (MGDPA) regulates the handling of all government data that are created, collected, received, or released by a state entity, a political subdivision, or statewide system, no matter what form the data are in, or how the data are stored or used.

Some of the things the MGDPA regulates:

- What information can be collected
- Who may see or have copies of the information
- The classification of specific types of government data
- The duties of government personnel in administering the provisions of the MGDPA
- Procedures for gaining access to the information
- Procedures for classifying the information as not public
- Civil penalties for violation of the Act

Almost all government data are either *data on individuals* or *data not on individuals*.

- Data on individuals are classified as public, private, or confidential.
- Data not on individuals are classified as public, nonpublic, or protected nonpublic.

The chart below shows how these classifications determine who may see or have copies of government data.

DATA ON INDIVIDUALS <i>MS 13.02, SUBDIVISION 7</i>	MEANING OF CLASSIFICATION <i>MS 13.10, SUBDIVISION 7</i>	DATA NOT ON INDIVIDUALS <i>MS 13.02, SUBDIVISION 4</i>
Public <i>MS 13.02, Subdivision 15</i>	Available to anyone for any reason <i>MS 13.02, Subdivision 14</i>	Public <i>MS 13.02, Subdivision 14</i>
Private <i>MS 13.02, Subdivision 12</i>	Available only to the data subject and to anyone authorized by the data subject or by the law to see it <i>MS 13.10, Subdivision 1B</i>	Nonpublic <i>MS 13.02, Subdivision 9</i>
Confidential <i>MS 13.02, Subdivision 3</i>	Not available to the public or to the data subject <i>MS 13.10, Subdivision 1A</i>	Protected nonpublic <i>MS 13.02, Subdivision 13</i>

**Minnesota Government Data Practices Act
INFORMATION DISCLOSURE REQUEST**

A. Completed by Requester (Please Print)

Name (Last, First, MI)

Street Address

Phone Number

City, State, Zip

Signature

Date

Detailed description of the information requested: (Include complete addresses, names and dates whenever possible. Attach additional sheets if necessary.)

B. Completed by the City of Hokah

Handled by: _____

Information classified as:

Public Non-Public Private Protected Non-Public Confidential Copyrighted

Action:

Approved Approved in part (Explain Below) Denied (Explain Below)

Remarks or basis for denial including MN Statute if applicable:

Charges:

None

Photocopy:

_____ Pages x _____ cents = _____

Special Rate: _____

Explanation _____

Other: _____

Explanation _____

Identity Verified for Private Information:

Identification: Driver's License, Etc.

Comparison with Signature on File

Personal Knowledge

Other _____

Authorized Signature: _____ Date: _____