



## CITY OF CROSSLAKE

CROW WING COUNTY STATE  
OF MINNESOTA

13888 DAGGETT BAY ROAD  
CROSSLAKE, MN 56442

# DATA PRACTICES POLICY FOR THE PUBLIC

September 11, 2023

Phone: 218/692-2688 Fax:  
218/692-2687  
City email: [cityclerk@crosslake.net](mailto:cityclerk@crosslake.net)

### **Your Right to See Public Data**

The Government 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 means all recorded information a government entity has, including paper, e-mail, flash drives, CDs, DVDs, photographs, etc.

The law also says that the City of Crosslake must keep all government data in a way that makes it easy for you 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 Request Public Data**

You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep.

You can make a written data request by hand-delivery, mail or email to the Responsible Authority or Designee, using the attached data request form.

If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13)
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O. Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

### **How We Will Respond to Your Data Request**

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting. If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have that data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- 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 for you to inspect the data at our offices; or
  - You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or flash drive) upon request, if we keep the data in that format and we can reasonably make a copy. Charges for data requests must be pre-paid, before any copies of data are released.

- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
- Following our response, if you do not make arrangements within 5 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.

### **Requests for Summary Data**

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. You may use the attached data request form to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

# DATA PRACTICES CONTACTS

## **Responsible Authority/Compliance Official:**

Charlene Nelson City Clerk  
13888 Daggett Bay Road  
Crosslake, MN 56442  
Phone: 218/692-2688  
Email: [cityclerk@crosslake.net](mailto:cityclerk@crosslake.net)

## **Designees:**

Administration Department  
Mike Lyonais  
Phone: 218/692-2688  
Email: [mlyonais@crosslake.net](mailto:mlyonais@crosslake.net)

Public Works Department  
Patrick Wehner  
Phone: 218/692-2748  
Email: [pwehner@crosslake.net](mailto:pwehner@crosslake.net)

Planning & Zoning Department  
Peter Gansen  
Phone: 218/692-2689  
Email: [pgansen@crosslake.net](mailto:pgansen@crosslake.net)

Parks & Recreation Department  
TJ Graumann  
Phone: 218/692-4271  
Email: [tgraumann@crosslake.net](mailto:tgraumann@crosslake.net)

Police Department  
Jake Maier  
Phone: 218/692-2222  
Email: [jake.maier@crosslake.net](mailto:jake.maier@crosslake.net)

Fire Department  
Chip Lohmiller  
Phone: 218/692-2688  
Email: [chief1@crosslake.net](mailto:chief1@crosslake.net)

### **Copy Costs – When You Request Public Data**

Minnesota Statutes, Section 13.03, subdivision 3© allows us to charge for copies.

Pre-payment is mandatory for all copy requests for which fees are charged. Additionally, if a data request will result in voluminous numbers of documents, the City may ask for a deposit prior to copying data.

Copy Charge: \$0.25 per 8.5 x 11 black and white copy; \$0.50 per 11 x 17 black and white copy. \$1.00 per color copy. \$10.00 per USB video copy.

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, we include employee time, the cost of the materials onto which we are copying the data (paper, USB, etc), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Please note: the cost of employee time to search for data, retrieve data, and make copies should generally not exceed those of the lowest-paid employee who can complete the task performed. However, 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.

# City of Crosslake - Data Request Form

## A. To be Completed by Requester

Requester Name (Last, First, M.):	Phone Number:
Street Address:	Fax Number:
City, State, Zip Code:	Email Address:
Signature:	Date of Request:
<p><i>Note: According to MS § 13.05, subd. 12, persons are not required to identify themselves, or state a reason for, or justify a request for public data.</i></p>	
<p><b>I am requesting access to data in the following way:</b></p> <p> <input type="checkbox"/> <b>Inspection</b> <span style="margin-left: 150px;"><input type="checkbox"/> <b>Copies</b></span> <span style="margin-left: 150px;"><input type="checkbox"/> <b>Both inspection and copies</b></span> </p> <p><i>Note: Minn. Stat. § 13.03 and 13.04 authorize the City to charge fees to recover costs to provide copies of data. Prepayment is required. There is no charge for inspection or for separating not public data from public data. The City may charge the actual cost for searching and retrieving data, except for requests made by data subjects.</i></p> <p><i>Note: The City will respond within a reasonable time for all requests, except for requests by data subjects, which shall be responded to within 10 days of the date of the request.</i></p>	
Description of the Information Requested (attach additional pages if needed):	

## B. To be Completed by City Department

Department Name:	Handled by:
<p>Information Classified as:</p> <p> <input type="checkbox"/> Public                 <span style="margin-left: 100px;"><input type="checkbox"/> Non-Public</span>  <input type="checkbox"/> Private                 <span style="margin-left: 100px;"><input type="checkbox"/> Protected Non-Public</span>  <input type="checkbox"/> Confidential             </p>	<p>Action:</p> <p> <input type="checkbox"/> Approved  <input type="checkbox"/> Approved in Part (Explain below)  <input type="checkbox"/> Denied (Explain below)             </p>
Remarks or basis for denial including statute section:	
<p>Copying Charges:</p> <p> <input type="checkbox"/> None  <input type="checkbox"/> Members of the Public (100 or fewer copies):                  _____ Pages x \$.25 per Black/White Page = _____                  _____ Pages x \$.50 per Color Page = _____  <input type="checkbox"/> Members of the Public (more than 100 copies) and Data subjects:                  Employee time: \$____/hr x ____ Hours = _____                  _____ Pages x \$____ per Black/White Page = _____  <input type="checkbox"/> Other Charges (e.g. postage): _____ = _____  <p style="text-align: right;">Total Charges = _____</p> </p>	<p>Proof of Identity Verified of Requester of Private Data as the Data Subject:</p> <p> <input type="checkbox"/> Valid Identification: Driver's License, State ID, Military ID, Passport, Etc.  <input type="checkbox"/> Comparison with Signature on File  <input type="checkbox"/> Personal Knowledge  <input type="checkbox"/> Other: _____             </p>
<p>Authorized Signature: _____ Date: _____</p>	