

INFORMATION DISCLOSURE REQUEST
Minnesota Government Data Practices Act

Submit to:
City of Waterville

200 Third Street South, Waterville, Mn 56096

A. Completed by Requester (Please Print)

Requester (Last Name, First Name, M.I.)	Date of Request
Street Address	Phone Number
City, State, Zip Code	Requester Signature
Description of the information requested (including property address):	

B. Completed by the City of Waterville

Information classified as: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Confidential <input type="checkbox"/> Non-Public <input type="checkbox"/> Protected Non-Public	Action <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part (explain below) <input type="checkbox"/> Denied
Remarks or basis for denial including state section:	
Minnesota Classification Code	

C. FEES

Note: (MS §13.03, sub-3) The responsible authority or designee shall provide copies of public data upon request. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal-size paper copies are requested, actual costs shall not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied. If the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.

Copy Charges: <input type="checkbox"/> ___ Pages x .25¢ per black/white pages = _____ <input type="checkbox"/> Employee Time (\$_____ per hour) x _____ hours = _____ <input type="checkbox"/> Other Charges _____ = _____ <input type="checkbox"/> Special Rate: _____ = _____ <div style="text-align: right;">Total charges = \$_____</div>	Identity Verified for Private Information: <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: _____ Method of Request: <input type="checkbox"/> In Person <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail <input type="checkbox"/> Other <input type="checkbox"/> Mail
Authorized Signature: _____	Date: _____

City of Waterville Data Practices Access Policy

for Members of the Public

Right to Access 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 is a term that means all recorded information an entity has.

The Government Data Practices Act also provides that government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You will also have the right to get copies of public data. The Government 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 make a data request

You can look at data, or request copies of data that this government entity keeps. Make your request for data to:
Waterville City Administrator

200 Third Street South

Waterville, MN 56096

Phone: 507-362-8300

Fax: 507-362-8835

Email: Watervillecitymn@frontier.com

Make a written request by completing the Information Disclosure Request Form and submitting via mail, email or in person.

If you choose not to use the Disclosure Request Form, your request shall include:

1. You are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
2. Whether you would like to inspect the data, have copies of the data, or both.
3. A clear description of the data you would like to inspect or have copies.

This government entity 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. If you choose not to provide us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, 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 data request

Upon receiving your request, we will work to process it.

1. If it is not clear what data you are requesting, we will ask you for clarification.
2. If we do not have the data, we will notify you in writing within 10 business days.
3. If we have the data, but the data is not public, we will notify you as soon as reasonably possible and state which specific law that makes the data is not public.

4. If we have the data, and the data is public, we will respond to your request appropriately and promptly within a reasonable amount of time by doing the following:
 - a. Arrange a date, time, and place to inspect data, for free, if you request is to look at the data, or
 - b. 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 email them to you.
 - c. The Waterville City Council had determined that 15 minutes of City Staff time per work days is a reasonable amount of time to process Data Practices requests.

If you do not understand some of the data (technical terminology, abbreviation, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, 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 to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Requests for summary data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data.

Upon receiving your written request using the Disclosure Request form, we will respond within 10 business days with the data or details of when the data will be ready and any charges applicable. A deposit of the estimated charges will be required for all data requests expected to be over 100 pages.

Approved by City Council: 11/7/23