

CITY OF ALDEN

Policies for Public Access to Data

Public access to the data of public bodies is governed by the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes, Chapter 13. The MGDPA states that data of public bodies (including cities) are to be available to the public unless specifically exempted under the law in cases where individual privacy would be violated or where other valid concerns outweigh the interest in public availability. The City of Alden (the “City”) recognizes the public interest in open access to its data as well as the public interest that requires that certain types of data not be publicly available. The City will comply fully with the MGDPA and, where the MGDPA allows for the exercise of judgment, to exercise that judgment consistent with the public interests underlying the law.

This policy is adopted pursuant to Section 13.03, Subdivision 2 of the MGDPA, which states that every public body shall establish procedures to implement the MGDPA.

Procedure for Review of City Documents

All requests to inspect or receive copies of City data, and all other inquiries regarding the MGDPA, must be in writing and delivered or sent by U.S. Mail to:

City of Alden
174 Water Street
PO Box 325
Alden, MN 56009

The City Clerk shall be the responsible authority for collection, use, and dissemination of government data.

Requests to inspect or obtain copies of the City data are to be in writing. The City may ask, but not require the individual’s name and contact information to process the request. The individual need not provide a reason for the data request. In the event an individual wishes to inspect City data, the City will gather the documents of interest, separate any documents to be withheld from inspection, and see to it that someone is available to assist with the inspection. City files may not be removed from its office.

The City will follow the MGDPA and schedule inspections and copying within a reasonable time of the request. The response time will vary depending on the complexity of the request, City Clerk’s availability, and other job obligations, but will be within 10 business days.

If the City determines that certain data will not be made available for inspection or copying, it will inform the individual of the basis for denial of access. If requested, the City will certify in writing that the request has been denied and state the specific basis for denial.

Costs

There is no cost to inspect documents. If less than 100 pages of document copies are requested, the requesting individual will be charged twenty-five cents (\$0.25) per page for ordinary-sized documents.

With respect to oversize copies, tapes, electronic data, photographs, slides and other larger-sized copies, the requesting individual will be responsible for the actual cost incurred by the City to make the copy itself or to use a vendor.

An individual requesting more than 100 pages of copies or the electronic transmittal of data is responsible to pay the City the actual cost, including the cost of staff time, to search for and retrieve data and to make, certify, compile and transmit copies, not including the costs to separate public from not public data. Staff costs will be assessed based upon established hourly rates.

If requested, the City will advise approximate cost before making said copies. Payment may be made by cash or check. The City may require payment in advance.

The City may charge a fee for data that has commercial value and was developed with a significant expenditure by the City. The City may also require a license agreement limiting the use of said data.