



Guide for Members of the Public Requesting Information

This document is required by Minnesota Statutes, section 13.03, subdivision 2(b).

Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data is public unless a state or federal law says the data is not public. Government data is a term that means all recorded information a government entity has, including paper, email, photographs, etc.

The Data Practices Act also provides that the City of Detroit Lakes 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 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 Make a Data Request

To look at data or request copies of data that City of Detroit Lakes keeps, complete the Data Request Form (Page 3) and return it to the Data Practice Contact listed on page 2.

The City of Detroit Lakes 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 give 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 a Data Request

Upon receiving your completed request form, we will work 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 in writing 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 promptly, within a reasonable amount of time by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the 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 email them to you. If you want us to send you the copies, you will need to provide us with an email address or fax number. We also will arrange for you to pre-pay for the copies.

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

The 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, the Data Practices Act does not require us to answer questions that are not requests for data.

Data Practices Contacts

City of Detroit Lakes – City Clerk
1025 Roosevelt Ave
Detroit Lakes, MN 56501

Copy Costs – Members of the Public

The City of Detroit Lakes charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c). You must pay for the copies before we will give them to you.

Copies: \$0.25 per page

City of Detroit Lakes

INFORMATION DISCLOSURE REQUEST

Minnesota Government Data Practices Act

(All requests for public, private, or confidential information must be in writing)

A. Completed by Requestor

REQUESTOR NAME (LAST, FIRST, MI)	DATE OF REQUEST:
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIPCODE:	SIGNATURE:
DESCRIPTION OF THE INFORMATION REQUESTED: (ATTACH ADDITIONAL SHEETS IF NECESSARY)	

B. Completed by Department

DEPARTMENT NAME:	HANDLED BY:
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 (EXPLAIN BELOW)
REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:	
CHARGES: <input type="checkbox"/> NONE <input type="checkbox"/> PHOTOCOPY <input type="checkbox"/> SPECIAL RATE _____ (attach explanation) <input type="checkbox"/> OTHER: _____ (attach explanation)	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:
AUTHORIZED SIGNATURE:	DATE

C. Acknowledgement by Requestor

I hereby acknowledge receipt of data requested:

Signature

Date