

## **Policy 101: Access to Public Data**

Updated: July 26th, 2016

Pursuant to Minn. Stat. §15.17, Chapter 13, MN Rules 1205.0300, subp.4

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 the agency to charge for copies. You have the right to look at data free of charge, before deciding to request copies.

Government data collected, created, received, maintained or disseminated by Woodbury Leadership Academy (WLA) is public unless classified by statute, or temporary classification, or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential. On request to WLA, a person is permitted to inspect public government data at reasonable times and places, and, on request, informed of the data's meaning. If a person requests copies or electronic transmittal of the data to the person, WLA will 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.

1. Requests for Public Data are accepted in written form and may be mailed to the Responsible Authority for processing; request form follows.
2. A person requesting access for the purpose of inspection, is not assessed a charge to inspect data. Inspection(s) will take place by appointment only. Contact the Business office to make appointment. Inspection does not include the printing of copies by WLA or its designee.
3. In the event of requests for copies or electronic transmittal of the data, WLA requires 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.
4. If 100 or fewer pages of black and white, single side, letter or legal size paper copies or electronic images are requested, actual costs are not used and WLA will charge 25 cents for each copy or image provided. If WLA or its designee is not able to provide copies or electronic images at the time a request is made, copies will be supplied as soon as reasonably possible.
5. Requests for copies or images resulting in charges/fees of \$10.00 or more will be invoiced and collected before delivery of the material(s).

### **To View and/or Request copies of Public Data**

Complete the Public Data Request Form following. Return completed form to [info@woodburyleadershipacademy.com](mailto:info@woodburyleadershipacademy.com) (PDF), send in mail to school address or make an appointment to drop off at Main Office.

## How We Respond to a Data Request

Please allow up to ten (10) business days, excluding Saturdays, Sundays and legal holidays, for a preliminary reply to your request:

- If we do not have the data, we will notify you in writing as soon as reasonably possible
- If we have the data, but the data is/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, if you provide the means of contact, we will mail, email, or fax them to you.

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 data in that form or arrangement. The Data Practices Act does not require us to answer questions that are not requests for data.

*This document is based on mode materials prepared by the Information and Policy Analysis Division of the Minnesota Department of Administration*

**Public Data Request Form**

Date of Request: \_\_\_\_\_

Method to Access Data:  Inspection  Copies  Both Inspection and Copies

Describe the data you are requesting. Please be specific. Use additional pages if necessary.

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You are not required to provide contact information however if you are requesting to receive copies of data it is necessary that we have a method to prove that data to you. In addition, failure to provide contact information may delay processing of your request. If the Woodbury Leadership Academy does not understand your request and needs to get clarification from you, without contact information WLA may not be able to process at all, or a portion of, your request until you contact WLA again.

**Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Return this form to:**

Woodbury Leadership Academy  
600 Weir Drive  
Woodbury, MN 55125

Or, PDF scanned copy to [info@woodburyleadershipacademy.com](mailto:info@woodburyleadershipacademy.com)