

Minneapolis Park and Recreation Board
Minnesota Government Data Practices Act
Public Access Procedure

BACKGROUND

The Minnesota Government Data Practices Act (MGDPA) gives all members of the public, the right to see and have copies of all public data that the Minneapolis Park and Recreation Board (MPRB) keeps. The law also controls how the MPRB keeps government data and what the MPRB tells the public when they request to see data the MPRB has.

POLICY

- A. All data the MPRB has is public unless there is a state statute or federal law that classifies the data as not public.
- B. Chapter 13 of the Minnesota Statutes, also known as MGDPA, is the primary resource the MPRB uses when determining the public/not public nature of data.

PROCEDURES

- A. Contact the MPRB
 - 1. All requests are to be made in writing by completing the Request for Public Data Form available on the Park Board website under Operational Procedures, at Customer Service and in the Board book at each meeting.
 - 2. The requestor may submit the Request for Public Data form in person, through the mail, via fax 612-230-6513 or by email to datarequest@minneapolisparcs.org
 - 3. Requests may be made during normal business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday excepting legal holidays.
- B. Information to include in the Request
 - 1. Clearly describe the data that is being requested.
 - 2. If the request is unclear, the MPRB will ask for clarification from the requestor.
 - 3. All requests are renewable after thirty days. To renew a request notify the MPRB in writing by completing the Request for Public Data Form.

C. Response from the MPRB for Public Data

1. Response to requests for public data will be made as soon as reasonably possible.
2. The MPRB is not required to produce data in a particular form or format if the data is not maintained in that form or format.
3. If the requested data is not public, the MPRB will cite the specific statutory section, temporary classification or specific provision of federal or state law that classifies the data as not public.
4. The MPRB is not required to answer questions that are not requests for data.

D. Inspection of Public Data

1. The requestor has the right to look at public data at no cost.
2. The MPRB does not charge a fee for separating public data from data that is not public.
3. Inspection of data must be made during normal business hours of 8:00 a.m. to 4:30 p.m. Monday through Friday excepting legal holidays.
4. If MPRB keeps the data in electronic format, the requestor may inspect public data on his/her own computer, and may print or download the data using his/her own computer, at no cost.
5. If the requestor does not understand some of the data (technical terminology, abbreviations, or acronyms) they should contact the MPRB Responsible Authority and ask for an explanation.

E. Copying of Public Data

1. The requestor has the right to have a copy of any data that they have a right to see.
2. MPRB has the right to charge a reasonable fee for providing copies.
3. MPRB will provide requested copies as soon as reasonably possible
4. MPRB may require a portion or full payment in advance.
5. If the copies of data have commercial value, the Park Board will charge a fee in addition to the fee for the copies.

6. Data and copy fees may be charged as long as they are reasonable. Rates listed in the MPRB Data Charges for Access to Public Data document

F. Summary Data

1. 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.
2. MPRB will prepare summary data if the requestor makes a request in writing using the data request form and pre-pay for the cost of creating the data.
3. The MPRB may delegate the preparation of summary data to any one outside of the MPRB, including the requestor, if:
 - i. that person/purpose is set forth in writing,
 - ii. the person agrees not to release any of the private or confidential data use to prepare the summary data, and
 - iii. the MPRB reasonably determines that the access will not compromise private or confidential data on individuals.

The Minneapolis Park and Recreation Board Responsible Authority is John Goodrich. Questions or concerns regarding problems in obtaining access to data or other data practices problems are to be directed to the Data practices compliance official, Annie Olson.

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