

Approval Date: 12/08/2008  
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Date of Last Review: 08/01/2025  
Comprehensive Plan Strategy:  
Goal 7. Strategy 3  
Page 1 of 6



Minnesota Government Data Practices Act  
Public Data Access Policy

Responsible Authority

Frequency of Review: Annually

## **Public Data Access Policy**

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### **BACKGROUND**

Minn. Stat. § 13 also known as Minnesota Government Data Practices Act (MGDPA) gives all members of the public, the right to inspect and have copies of public data that the Minneapolis Park and Recreation Board (MPRB) maintains. The law also controls how the MPRB maintains government data and the response by the MPRB when a request is made.

Government Data as defined by Minn. Stat. § 13.02, subd. 7 “All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use”. Minn. Stat. § 13.025 and 13.03 require this policy be updated annually.

### **POLICY**

With the exception of personnel data, all MPRB data is presumed classified as public unless Minnesota or federal law states exemption of the data as not public. Requests for personnel data that are not from the data subject are presumed not public unless classified as public by law. Not public classifications of data include private, nonpublic, confidential, or protected nonpublic.

MGDPA is the primary resource for the MPRB in determining when data is public/not public in nature.

**SUPERINTENDENT APPROVAL:**



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Page 2 of 6



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## **PROCEDURES**

### **A. Contact the MPRB**

1. All requests are to be made in writing by completing the Request for Public Data Form which is available on the MPRB website at :  
[https://www.minneapolisparcs.org/about\\_us/leadership\\_and\\_structure/public\\_data/](https://www.minneapolisparcs.org/about_us/leadership_and_structure/public_data/)
2. the requestor may submit the Request for Public Data through the online form, in person, through the mail, or by email to [datarequest@minneapolisparcs.org](mailto:datarequest@minneapolisparcs.org).
3. In person requests may be made during normal business hours of 8:00 a.m. to 4:30 p.m. Monday through Friday except for legal holidays at 2117 W. River Road, Minneapolis, MN 55411.

### **B. Information to include in the Request**

1. Clearly describe the data that is being requested (when possible please use specifics such as dates, or park names)
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. 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.
3. The MPRB is required to provide data responsive to the request. If the data does not exist, the MPRB is not required to create new data. The requestor will be notified that there is no responsive data.
4. 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.
5. Data requested by a person with a disability may be received in alternative formats, such as Braille, digitally, or by voice.
6. 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, with the exception of legal holidays at 2117 W. River Road, Minneapolis, MN 55411. The requestor will be asked to schedule a time for inspection.

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Page 3 of 6



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4. If MPRB keeps the data in electronic format, MPRB can supply a loaner computer and flash driver for the requestor to use to inspect the data. Or 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.

**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 anyone outside of the MPRB, including the requestor, if:
  - a. that person/purpose is set forth in writing,
  - b. the person agrees not to release any of the private or confidential data use to prepare the summary data, and
  - c. the MPRB reasonably determines that the access will not compromise private or confidential data on individuals.

Responsible Authority, Jennifer Ringold  
Minneapolis Park and Recreation Board  
2117 West River Road  
Minneapolis, MN 55411-2227  
Email: [datarequest@minneapolisparcs.org](mailto:datarequest@minneapolisparcs.org)  
Phone: 612-230-6400

Data Practices Compliance Official, Katie Deneson  
Minneapolis Park and Recreation Board  
2117 West River Road  
Minneapolis, MN 55411-2227

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Page 4 of 6



**Minneapolis  
Park & Recreation Board**

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**MINNEAPOLIS PARK & RECREATION BOARD**



**Minneapolis  
Park & Recreation Board**

2117 W. River Rd. | Mpls., MN 55411  
Request for Public Data

**Request for Public Data**

*Please type or print in ink*

The Minneapolis Park & Recreation Board (MPRB) requires that members of the public requesting access to data collected, maintained or disseminated by the MPRB specify in writing the specific data being requested through the use of this form.

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

I am requesting access to data in the following way:

Note: MPRB charges for copies.

- Inspection
- Copies
- Inspection and copies

Data requested (please be specific):

**Contact Information:**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Note: You are not required to provide contact information. However, to provide requested data the MPRB will need some way to inform you the data is available. In addition, if a request for clarification is necessary, without contact information we will not be able to process your request until you contact us.

Data requested by a person with a disability may be received in alternative formats, such as Braille, digitally, or by voice. The MPRB will, in fulfilling the request, provide it in the format in which it was made, or in another format preferred by the requestor.

Submit completed request form:

In person at the customer service desk

Emailed to [datarequest@minneapolisparks.org](mailto:datarequest@minneapolisparks.org) or Faxed to MPRB at 612-230-6500,

By mail, ATTN: Data Practices | Minneapolis Park & Recreation Board | 2117 W. River Rd. | Mpls, MN 55411-2227