7800 Golden Valley Road | Golden Valley, MN 55427
763-593-3992 | TTY 763-593-3968 | 763-593-8109 (fax) | www.goldenvalleymn.gov

city of
golden valley

Data Practices Policies

Data Practice Policy For Members Of The Public

This policy explains your rights as a member of the public to access and request copies of government data under the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act"). Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc. The Data Practices Act presumes that all government data are public unless a state or federal law says the data are not public.

The Government Data Practice Act provides the City of Golden Valley must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data we keep. You also have the right to get copies of public data. The Government 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.

If you would like private data about you, your minor child, or someone for whom you are the legal guardian, consult the City's "Data Practices Policy For Requests For Data About You, And Your Rights As A Data Subject."

How To Make A Data Request

You can request to look at data or obtain copies of data the City of Golden Valley keeps by making a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contact List on page 3. You may make your written request for data by mail, fax, or email using the Data Request Form.

If you choose not use to use the data request form, your written request should include:

- a statement that you are making a request for public data under the Government Data Practices Act, Minnesota Statutes, Chapter 13
- a clear description of the data you would like to inspect or have copied
- Instructions for delivering the data to you, stating whether you would like to look at the data, receive copies of the data, or both

You are not required to identify yourself or explain the reason for your data request. However, we may need some information about you to respond to your request (for example, if you request emailed copies, we will need your email address). 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. If we do not understand your request and have no way to contact you, we will not be able to process your request.

How We Respond To A Data Request

Upon receiving your request, we will process it as follows.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data but are not allowed to give it to you, we will notify you as soon as reasonably possible and state which specific law says we are not allowed to give it to you.
- If we have the data and the data are public, we will respond to your request within a reasonable amount of time by doing one of the following:
  - arrange a date, time, and place for you to inspect data, for free, if your request is to look at the data
  - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies or we will mail, email, or fax them to you. If you want us to send you the copies, you will need to provide us with an address, email address, or fax number. We will provide electronic copies (such CD-ROM) upon request if we keep the data in electronic format.

If you request copies, we may charge you a fee and require you to pre-pay for your copies. Information about copy charges is below.

Policy required by Minnesota Statutes, Sections 13.025 and 13.03

If you do not understand the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request, 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, we are not required under the Data Practices Act to respond to questions that are not specific requests for data.

Requests For Summary Data

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. We will prepare summary data if you make your request in writing. We may require you to pre-pay for copies and for the cost of creating the summary data. Upon receiving your written request (you may use the Data Request Form), we will respond within 10 business days with the data or details of when the data will be ready and how much we will charge.

Copy Costs

The City of Golden Valley charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

We may require you to pay for your copies before we will give them to you. The charges below may vary when a charge is set by statute or rule.

- **100 or fewer paper copies**
  If you request 100 or fewer pages of black and white, letter, or legal size paper copies, the charge is 25¢ for a one-sided copy or 50¢ for a two-sided copy.

- **Most other types of copies**
  The charge for most other types of copies is the actual cost of searching for and retrieving the data and making the copies or electronically sending the data (eg, sending the data by email).

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc), and mailing costs (if any). If your request is for copies of data we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.

City of Golden Valley Data Practices Contacts

Responsible Authority & Data Practices Compliance Official

Theresa Schyma, City Clerk
763-593-8012
tschyma@goldenvalleymn.gov

The following persons are officially designated by the Responsible Authority as "Designees" to be in charge of individual files or systems containing government data and to receive and comply with the requests for government data.

Department Designees

City Clerk/Council
Theresa Schyma, City Clerk
Phone: 763-593-8012
tschyma@goldenvalleymn.gov

City Manager's Office
(City Manager, Communications, Human Resources, Legal)
Tara Olmo
Phone: 763-593-3991
tolmo@goldenvalleymn.gov

Finance
Sue Virnig, Finance Director
Phone: 763-593-8010
svirnig@goldenvalleymn.gov

Fire
Jill Lund, Administrative Assistant
Phone: 763-593-8057
jlund@goldenvalleymn.gov

Golf
Andrew Bromander, Golf Operations Coordinator
Phone: 763-512-2316
abromander@goldenvalleymn.gov

Information Services
Adam Knauer, IT Supervisor
Phone: 763-593-3975
aknauer@goldenvalleymn.gov

Building Inspections
Claire Huisman, Administrative Assistant
Phone: 763-593-3998
chuisman@goldenvalleymn.gov

Parks & Recreation
Shelia Van Sloun, Administrative Assistant
Phone: 763-512-2347
svansloun@goldenvalleymn.gov

Planning
Amie Kolesar, Planning Assistant Phone:
763-593-3992
akolesar@goldenvalleymn.gov

Police
Joanne Paul, Support Service Supervisor
Phone: 763-593-8058
jpaul@goldenvalleymn.gov

Public Works
Erin Nielsen, Administrative Assistant
Phone: 763-593-3962
enielsen@goldenvalleymn.gov

Engineering
Carrie Nelson, Administrative Assistant
Phone: 763-593-8027
cnelson@goldenvalleymn.gov