



City of Columbus Data Request Form

Date of Request:

I am requesting access to data in the following way(s):

Copies

Inspection

**Note: copies cost \$0.25/page, inspection is free*

Data Request: (Describe the data you are requesting as specifically as possible.)

Contact Information

Name:

Address:

Phone number:

Email address:

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, we need to be able to contact you to begin processing your request.

16319 Kettle River Boulevard, Columbus, MN 55025

651.464.3120 Twin Cities **651.464.5922** Fax

www.ColumbusMN.com



Public Data Practices Request Policy

Right to access public data

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

The MGDPA also requires that a government entity, in this case the City of Columbus, 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 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.

How to make a public data request

You can look at data or request copies of data that the City of Columbus keeps. Make your request for data by completing the Data Request Form and submit it to the City of Columbus at 16319 Kettle River Blvd, Columbus, MN 55025, either in person or by mail, or via email at cityoffices@ci.columbus.mn.us.

How we respond to a public data request

Upon receiving your request, we will work to process the request as follows:

- If it is not clear what data you are requesting, we will ask you for clarification.
- 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 as soon as reasonably possible and specify which law classifies the data as 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 (\$0.25/page) as soon as reasonably possible. You may choose to pick up your copies, or we will mail them to you. We will provide electronic copies upon request if we keep the data in electronic format.



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 MGDPA 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, we are not required under the MGDPA 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.

Upon receiving your request, we will respond within ten business days with the data or details of when the data will be ready and how much we will charge. We will prepare the summary data provided that the requesting person prepays for the cost of creating the summary data.