

POPE SOIL & WATER



PUBLIC DATA REQUEST POLICY

POLICY STATEMENT

This policy is in effect for all persons or entities that come to the Pope Soil and Water Conservation District (Pope SWCD) to review files and all those who request information from SWCD via mail, facsimile, e-mail, over the telephone or in person.

BACKGROUND

The Pope SWCD will attempt to fill all reasonable requests for information from its files and computerized data basis (subject to the restrictions of the Minnesota Government Data Practices Act, copyright laws, decisions of the Office of the Attorney General, and the availability of staff time). When appropriate, fees will be charged to recover the costs incurred in providing such information.

IMPLEMENTATION

The Pope SWCD's files are open to the public unless classified by statutes, or temporary classifications pursuant to Minn. Stat. 13.06, or federal law, as non-public or protected non-public, or with respect to data on individuals, as private or confidential. The Pope SWCD will keep its records containing government data in such an arrangement and condition as to make them reasonably accessible for inspection. Persons wishing to inspect files are asked to schedule an appointment at least two business days in advance with the Pope SWCD's designee. This 2 business days lead time may need to be extended for cases in which a file needs to be reviewed for confidential or whistleblower type information, or in the event the district's designee is unavailable. Appointments are to be scheduled during Pope SWCD's business hours on Monday through Friday between 8:00 a.m. and 4:00 p.m. File reviews will be scheduled as soon as possible, depending upon the availability of the appointments and the status of the file. The staff will provide general assistance, however, the person requesting the information remains responsible for searching through the file to find the desired information.

DESIGNATED AUTHORITY

That the Pope SWCD Manager is designated as the responsible authority of Management of data practices of the Pope SWCD.

FEES

Pursuant to Minn. Stat. 13.03, Subd. 3, if copies of information/documents are requested from files or electronically maintained information, the Pope SWCD will charge searching, retrieving, compiling and copying costs. Clients will be charged in quarter-hour increments. No charge will be assessed if files are inspected and no copies are requested.

Clients may indicate what they would like to have copied by tabbing the pages desired with the supplies provided by the Pope SWCD. Individual pages identified by the requester will be copied by the request, in addition to the above listed searching, retrieving, compiling and postal charges. A double-sided sheet counts as two pages. If preferred, clients may choose to pick up their copies at the Pope SWCD office once they are completed, or make arrangements with the Pope SWCD to have the copies mailed.

The Pope SWCD will make arrangements with a vendor when clients request reproduction of agency photographs and slides, large maps, plan sheets, diskettes, videotapes or other media (since those documents are not allowed to leave the building). The prices will vary depending on the services desired by the client, but quotes may be obtained from the Pope SWCD file manager.

For purposes of this policy, Pope SWCD is not required to provide data in a format or program different from the format or program maintained by Pope SWCD. This includes converting data to or from an electronic format. This policy also does not require Pope SWCD to compile data into new documents or data. For example, the creation of tables of existing data or preparation of statistics on existing data is not subject to this policy.

All charges for copying and services provided by the Pope SWCD shall be paid by the client in advance of receiving the requested information.

When a request for data involves any person's receipt of copies of Pope SWCD data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, data base, or system developed with a significant expenditure of public funds by the agency, the Pope SWCD may charge a reasonable fee for the information in addition to the costs of making, certifying and compiling the copies, with the fee charged to relate to the actual development costs of the information. The Pope SWCD will provide sufficient documentation to explain and justify the fee being charged.

If the Pope SWCD determines that the requested data is classified so as to deny the requesting person access, the Pope SWCD will inform the requesting person of the determination either orally at the statutory section, temporary classification, or specific provision of federal law on which the determination is based. Upon the request of any person who is denied access to data, the Pope SWCD will certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

SUBMITTING YOUR DATA REQUEST

Direct your requests and all inquiries regarding data requests or the availability of data from the Pope SWCD to:

Manager
Pope Soil and Water Conservation District
1680 Franklin Street North
Glenwood, MN 56334
320-634-5327