



# **Data Privacy Policy for Public Data Requests**

## Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) 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, electronic, CD's, DVDs, photographs, and audio recordings.

The Government Data Practices Act also provides that Anoka County must 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 Data Request

To look at data or request copies of data that Anoka County keeps, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request for data in person, by mail, by fax or email, using the data request form on page 7.

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

- that you, as a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

Anoka County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. 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. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request. **There may be a fee for providing the data and we may require prepayment of all or a portion of the fee before we begin processing your request.**

## How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- If we do not have the data, we will notify you in writing, if possible, 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 state which specific law says the data are 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
- once payment has been made, we provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 6.

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.

Once we have prepared the data for you and given you notice of its availability, you have fourteen (14) days to view it, pay the fee for the requested copies, or make other arrangements to view it. If no response is made within fourteen days, the responsive data will no longer be maintained for you and will require a new request.

The Government Data Practices Act 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, the Government Data Practices Act does not require us to answer questions that are not requests for data.

### **Requests for Summary Data**

Summary data are statistical records or reports that are prepared by removing all information that would identify private or confidential data on individuals and creating or compiling records together to create a record or report to your specifications. 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 and pre-pay for the cost of creating the data. You may use the data request form on page 7 to make your request. Upon receiving your written request for summary data 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.

# Anoka County Data Practices Officials

## **Responsible Authority/ Compliance Official**

Dee Guthman, Deputy County Administrator  
Anoka County Government Center  
2100 Third Ave.  
Anoka, MN 55303  
763-324-4707  
[Dee.Guthman@anokacountymn.gov](mailto:Dee.Guthman@anokacountymn.gov)

## **Anoka County Sheriff's Office Responsible Authority**

Brad Wise, Sheriff  
Anoka County Public Safety Campus  
13301 Hanson Blvd. NW  
Andover, MN 55304  
763-324-5010  
[sheriff@anokacountymn.gov](mailto:sheriff@anokacountymn.gov)

## **Anoka County Attorney's Office Responsible Authority**

Brad Johnson, County Attorney  
Anoka County Government Center  
2100 Third Ave.  
Anoka, MN 55303  
763-324-5381  
[Brad.Johnson@anokacountymn.gov](mailto:Brad.Johnson@anokacountymn.gov)

## **Data Practices Official for Welfare Data:**

Cindy Cesare, Human Services Chief Officer  
Anoka County Government Center  
2100 Third Ave.  
Anoka, MN 55303  
763-324-1411  
[Cindy.Cesare@anokacountymn.gov](mailto:Cindy.Cesare@anokacountymn.gov)

## **Data Practices Official for Veterans Service Records:**

John Kriesel, Veteran Services Office Director  
Anoka County Government Center  
2100 Third Ave.  
Anoka, MN 55303  
763-324-4502  
[John.Kriesel@anokacountymn.gov](mailto:John.Kriesel@anokacountymn.gov)

**Anoka County Designees**

As authorized by Minn. Stat. §13.03 subd. 2, Dee Guthman, the Anoka County Responsible Authority shall maintain a current list of Anoka County Designees to receive and comply with requests for government data in their respective divisions, units, or departments.

County Administration	Dee Guthman
Community and Governmental Relations	Tonja West-Hafner
Communications	Erik Thorson
Compliance & Risk Manager	Bill Keller
Emergency Communications	Kari Morrissey
Facilities Management and Construction	Andrew Dykstra
Finance	Cory Kampf
Human Resources	Steph Beito-Ziemer
Internal Audit	Chuck Denninger
Library	Colleen Haubner
Information Technology	Vijay Naravane
License and Passport Services	John Lenarz
Parks Department	Jeff Perry

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Medical Examiner	Dr. Angelique Quinn Piper
Medical Examiner’s Office	Shane Sheets

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Property Records and Taxation Division/Land Commissioner	Pam LeBlanc
Elections and Voter Registration	Tom Hunt
Property Assessment and Taxation	Alex Guggenberger
Vital Statistics	Susan Anderson

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Transportation Division	Joe MacPherson
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Human Services Division	Cindy Cesare
Community Social Services and Behavioral Health	George Borrell
Community Corrections	Dylan Warkentin
Public Health and Environmental Services	Jonelle Hubbard
Job Training Center	Nicole Swanson
Economic Assistance	Jessica Leth

## **Copy Costs**

Anoka County charges for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3.

Anoka County requires payment for the copies before they are released to you. If the request is large or will require significant time on the part of the County, the County may require pre-payment of up the anticipated cost to provide the data to you.

### **For 100 or Fewer Paper Copies**

Minnesota Statute §13.03 subd. 3 provides that the cost for copies of public data for 100 or fewer pages of black and white copies shall be no more than \$.25 per page, \$.50 for double sided pages. Anoka County charges \$.25 per page. Color copies are \$1.00 per page.

### **Actual Cost of Making the Copies**

If your request is for more than 100 copies, Anoka County will charge for the actual cost of complying with your request. In determining the actual cost of making paper or electronic copies, we factor in employee time to search for, gather the data, make the copies, 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 that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost for employee time will be calculated based on the wages/salary and benefits of the lowest-paid entity employee who could complete the task. If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage and benefits.

## Anoka County Data Request Form – Members of the Public

Date of request: \_\_\_\_\_

**I am requesting access to data in the following way:**

(Note: Inspection is free but Anoka County charges for copies.)

Inspection

Copies

Both inspection and copies

**This is the data I am requesting:**

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

**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, without contact information we will not be able to begin processing your request until you contact us.

Agency Receipt Date: \_\_\_\_\_

Received By: \_\_\_\_\_

We will respond to your request as soon as reasonably possible.