City of Aitkin ADMINISTRATIVE POLICIES AND PROCEDURES	APP Administration
	Original City Council Approval: 12/19/2011 REVIEW AND UPDATED DATE: **01/05/2026**

SUBJECT: DATA ACCESS POLICY FOR MEMBERS OF THE PUBLIC

Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data is public unless a state or federal law says the data is not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

The Data Practices Act also provides that the City of Aitkin 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 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 the City of Aitkin keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document on page 3. You may make your written request for data by mail, fax, or email, using the data request form on page 5.

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

- That you are making a **request under the Data Practices Act** (Minnesota Statutes, Chapter 13).
- Whether you would like to **inspect the data, have copies of the data or both.**
- **A clear description** of the data you would like to inspect or have copied.

The City of Aitkin 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.

How We Respond to a Data Request

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

- We may ask you for clarification on what you are requesting.
- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data is not public, we will notify you in writing as soon as reasonably possible and state which specific law says the data is not public.

- If we have the data, and the data is 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 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 4. The City of Aitkin will arrange for you to pre-pay for the copies.

If you do not arrange to inspect the data or pay for the copies within 5 business days after we tell you the data are ready, we will suspend any further response until you inspect the data or collect and pay for data that have been produced.

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 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 is 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 Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data consists of 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. The City of Aitkin will prepare summary data if you make your request in writing and pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 5 – 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.

Data Practices Contacts
City of Aitkin

Responsible Authority

City Administrator
130 Southgate Dr., Suite 200
Aitkin, MN 56431
(218) 927-2527 Phone
(218) 927-1834 Fax
cityadmin@ci.aitkin.mn.us

Data Practices Designee
For Law Enforcement Data:

Police Chief
109 1st Avenue NW
Aitkin, MN 56431
(218) 927-2133 Phone
(218) 927-1834 Fax
aitkinpolice@aitkinpolice.com

Data Practices Compliance Official

City Administrator
130 Southgate Dr. Suite 200
Aitkin, MN 56431
(218) 927-2527 Phone
(218) 927-1834 Fax
cityadmin@ci.aitkin.mn.us

Copy Costs – Members of the Public

City of Aitkin

The City of Aitkin charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c). You must pay for the copies before we will give them to you.

For 100 or Fewer Paper Copies – 25¢ Per Page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy and 50¢ for a two-sided copy.

Most Other Types of Copies – Actual Cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in 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 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 of ***employee time*** to search for data, **retrieve data and make copies** is listed in the Fee Schedule.

Law Enforcement Copy Charges

ICR's	$0.25 per ICR (no charge for victims)
Reports	Victim – No charge; Walk-in: $0.25 per page; Mailed Out: $0.25 per page plus cost of postage
Digital Copies	$10 per Audio CD, Photos CD, Video Recordings DVD; $20 per Zip Drive

Data Request Form – Members of the Public

City of Aitkin

Date of request: _____

I am requesting access to data in the following way:

Note: inspection is free but we charge for copies.

☐ Inspection ☐ Copies ☐ Both inspection and copies

These are the data I am requesting:

Note: 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 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.

The City of Aitkin will respond to your request as soon as reasonably possible.

This institution is an equal opportunity provider.