

The City of Ramsey

GUIDELINES & PROCEDURES

FOR THE

**MINNESOTA GOVERNMENT
DATA PRACTICES
ACT**

April 2001

Amended January 28, 2010

City of Ramsey
DATA PRACTICES PROCEDURES
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CITY OF RAMSEY
DATA PRACTICES PROCEDURES

I. Introduction.

These procedures are adopted to comply with the requirements of the Minnesota Data Practices Act (the Act) found in the Minnesota Statutes, Section 13.03, Subd. 2 and 13.05, Subd. 5 and 8.

II. Definition of Government Data

Government data is all data kept in any recorded form by the City of Ramsey. As long as data is recorded in some way by a government entity, it is government data, no matter what physical form it is in, or how it is stored or used. Government data may be stored on paper forms, records or files; in electronic form; on audio or video tape; on charts; maps; etc.

Government data is regulated at the level of individual items or elements of data, so any given document, record, or file contains many data elements.

III. Responsible Authority.

The City Council has appointed the City Clerk as the Responsible Authority and the Deputy City Administrator as the Compliance Official for the Act for the City of Ramsey. The Responsible Authority has designated certain other City employees to assist in complying with the Act. These designees are listed on attached Exhibit 1.

IV. Access to Public Data.

All information maintained by the City is public unless there is a specific statutory designation, which gives it a private, confidential or non-public designation. The City collects data on individuals and data not on individuals. This data also has varying degrees of accessibility.

Categories of Classification

<u>Data on Individuals</u>	<u>Data Not on Individuals</u>	<u>Degree of Accessibility</u>
Public	Public	Accessible to anyone
Private	Non-Public	Accessible to data subjects and to government officials whose duties reasonably require access.
Confidential	Protected Non-Public	Accessible only to government officials whose duties reasonably require access.

The City's General Records Retention Schedule list data maintained by the City and its classification. The retention schedule is available on the Minnesota Clerks and Finance Officers Association (MCFOA) website at www.mcfoa.org or by request at the Ramsey Municipal Center.

- A. People Entitled to Access of Public Data.** Any person has the right to inspect and copy public data. The person requesting public data also has the right to have an explanation of the meaning of the data. The person requesting information does not have to give his/her name or give a reason for the request.
- B. Form of Request.** The request for public data may be verbal or written. For requests that are more complicated in nature, it is recommended that the request be in writing, but it is not required to obtain public data.
- C. Time Limits.**
 - Requests. Requests for accessible public data will be received and processed only during normal business hours.
 - Response. If copies cannot be made at the time of the request, copies are required to be supplied to the individual requesting them as soon as is reasonably possible.
- D. Fees.** Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. Fees will be charged according to the City's standard photocopying policy, attached as Exhibit 4, unless significant time is required. In that case, the fee will include the actual cost of searching for, retrieving, and copying or electronically transmitting the data, see Exhibit 3. The fee may not include time necessary to separate public information from non-public information.

The Responsible Authority may also charge an additional fee if the copies have commercial value and are a substantial and discrete portion of a formula, compilation, program, process, or system developed with significant expenditure of public funds. This additional fee must be related to the actual development costs of the information.

V. Access to Data on Individuals.

Information about individual people is classified by law as public, private or confidential. A list of the private and confidential information maintained by the City is contained in Exhibit 2.

- A. People Entitled to Access.**
 - ◆ *Public* information about an individual may be shown or given to anyone requesting the information.
 - ◆ *Private* information about an individual may be shown or given to:
 1. The individual who is the data subject, but only once every six (6) months, unless a dispute has arisen or additional data has been collected.
 2. A person who has been given access by the express written consent of the data subject. This written consent must be on a form attached as Exhibit 4 or a form that is reasonably similar.

3. People who are authorized access by federal, state or local law or by court order.
4. People about whom the individual was advised at the time the data was collected. The identity of these people must be a part of the Tennessee Warning, attached as Exhibit 9.
5. City Staff and outside agents – such as attorneys – whose work assignments or responsibilities reasonably require access. City Council’s access to private personnel data is limited to instances when an employee is facing a complaint or disciplinary action is being considered.

- ◆ *Confidential* information **may not** be given to the subject of the data, but may be shown or given to:
 1. Anyone who is authorized by federal, state or local law or by court order.
 2. City Staff, City Council and outside agents – such as attorneys – whose work assignments or responsibilities reasonably require access.

B. Form of Request. Anyone may request verbally or in writing information that the City has as stored data about any individual, whether that data is classified as public, private or confidential.

All requests to see or copy private or confidential information must be in writing. An *Information Disclosure Request*, attached as Exhibit 6, must be completed to document indicating who is requesting the private or confidential information and who is receiving this information. The Responsible Authority or his/her designee must complete the relevant portions of the form. The Responsible Authority or his/her designee may waive the use of this form if there is other documentation showing the requesting individual’s identity, the specific stored data requested and the City’s response. A response to a request for data relating to litigation will be made after consultation with the City Attorney.

C. Identification of Requesting Party. The Responsible Authority or designee must verify the identity of the requesting party as a person entitled to access. This can be through personal knowledge, presentation of written identification, comparison of the data subject’s signature on a consent form with the person’s signature in City records, or other reasonable means.

D. Time Limits.

- ◆ **Requests.** Requests will be received and processed only during normal business hours.
- ◆ **Response.** The response must be immediate, if possible, or within five (5) working days if an immediate response is not possible. The City may have additional five (5) working days to respond if it notifies the requesting person that the City cannot comply within five (5) working days.

E. Fees. Fees may be charged in the same manner as for public information.

F. Summary Data. Summary data is information gathered from statistical records and reports compiled from data on individuals but which does not identify an individual by name or any other characteristic that could uniquely identify an individual. Summary data that contains information from private or confidential data is considered public.

The Responsible Authority or Designee will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority or Designee must notify the requesting party about the estimated costs and collect those costs before preparing or supplying the Summary Data. This should be done within ten (10) days after receiving the request. If the Summary Data cannot be prepared within ten (10) days, the Responsible Party must notify the requester of the anticipated time schedule and the reasons for the delay.

Summary Data may be prepared by “blacking out” person identifiers, cutting out portions of the records that contain personal identifiers, programming computers to delete person identifiers, or other reasonable means.

The Responsible Authority may authorize an outside agency or person to prepare the Summary Data if (i) the specific purpose is given in writing; (ii) the agency or person agrees not to disclose the private or confidential data; and (iii) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. The Responsible Authority may use the form attached as Exhibit 6.

G. Juvenile Records. The following applies to *private* (not confidential) data about people under the age of 18 years.

- ◆ **Parental Access.** In addition to the people listed above who may have access to private data, a parent may have access to private information about a juvenile data subject. “Parent” means the parent or guardian of a juvenile data subject, or individual acting as a parent or guardian in the absence of a parent or guardian. The parent is presumed to have this right unless the Responsible Authority or Designee has been given evidence that there is a state law, court order or other legally binding document that prohibits this right.
- ◆ **Notice to Juvenile.** Before requesting private data from juveniles, city personnel must notify the juveniles that they may request that the information not be given to their parent(s). This notice should be in the form attached as Exhibit 8.
- ◆ **Denial of Parental Access.** The Responsible Authority or Designee may deny parental access to private data when the juvenile requests this denial and the Responsible Authority or Designee determines that withholding the data would be in the best interest of the juvenile. The request from the juvenile must be in writing stating the reasons for the request. In determining the best interest of the juvenile, the responsible authority or designee will consider:
 - Whether the juvenile is of sufficient age and maturity to explain the reasons and understands the consequences;

- Whether denying access may protect the juvenile from physical or emotional harm;
- Whether there are reasonable grounds to support the juvenile's reasons; and
- Whether the data concerns medical, dental or other health services as provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor.

The Responsible Authority or Designee may also deny parental access without a request from the juvenile under Minnesota Statutes Section 144.335.

VI. Denial of Access.

If the *responsible authority or designee* determines that the requested data is not accessible to the requesting party, the *responsible authority or designee* must inform the requesting party orally at the time of the request or in writing as soon after that time as possible. The responsible authority or designee must give the specific legal authority, including statutory section, for withholding the data. The *responsible authority or designee* must place an oral denial in writing upon request. This must also include the specific legal authority for the denial.

The City is not required to provide data which it does not maintain.

VII. Collection of Data on Individuals.

The collection and storage of information about individuals will be limited to that necessary for the administration and management of programs specifically authorized by the state legislature, city council, or federal government.

When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a *Tennessee Warning*. This warning must include the following information:

- The purpose and intended use of the requested data;
- Whether the individual may refuse or is legally required to supply the requested data;
- Any known consequences from supplying or refusing to supply the information; and
- The identity of other persons or entities authorized by state or federal law to receive the data.

A *Tennessee Warning* is not required when an individual is requested to supply investigative data to a law enforcement officer.

VIII. A *Tennessee Warning* may be on a separate form or it may be incorporated into the form, which requests the private or confidential data. See attached Exhibit 9.

Challenge to Data Accuracy.

An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. The individual must notify the City's responsible authority or designee in writing describing the nature of the disagreement. Within 30 days, the Responsible Authority or Designee must respond and either (a.) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients names by the individual, or (b) notify the individual that the authority believes the data is in fact correct.

An individual who is dissatisfied with the Responsible Authority's response or action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The Responsible Authority will correct any data if so ordered by the Commissioner.

IX. Data Protection.

A. Accuracy and Currency of Data.

All employees will be requested, and given appropriate forms, to provide updated personal information to the appropriate supervisor, City Clerk, or Finance Director, which is necessary for tax, insurance, emergency notification, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.

Department Heads should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.

All records must be disposed of according to the City's retention schedule. See Assistant City Administrator or Clerk II.

B. Data Safeguards.

Private and Confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.

Private and confidential data must be kept only in City offices, except when necessary for City business.

Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private or confidential information.

These employees will be instructed to:

- not discuss, disclose, or otherwise release private or confidential data to City employees whose job responsibilities do not require access to the data;
- not leave private or confidential data where non-authorized individuals might see it;
- shred private or confidential data before discarding.

When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information

consistent with the Act. The City may include in a written contract the language contained in Exhibit 7.

Exhibit 1
LIST OF DESIGNEES

The Minnesota Data Practices Act establishes a system for compilation and distribution of data gathered by government agencies. All data collected and maintained by the City of Ramsey (“City”) is presumed public and accessible to the public for both inspection and copying, unless classified as **Private, Confidential, Non-public, or Protected Non-public** in accordance with federal law, state statute or a temporary classification (Minn. Stat. 13.01).

The City of Ramsey has appointed the following positions to administer this policy:

Responsible Authority	City Clerk Ramsey City Hall 7550 Sunwood Drive NW Ramsey, MN 55303 (763)-427-1410
Compliance Official	Deputy City Administrator Ramsey City Hall 7550 Sunwood Drive NW Ramsey, MN 55303 (763)-427-1410

Positions appointed as Designee assisting in policy administration are as follows:

Police Records	Chief of Police Ramsey Police Department 7550 Sunwood Drive NW Ramsey, MN 55303 (763)-427-1410
Official City Records/ Electronic Data Storage	City Clerk Ramsey City Hall 7550 Sunwood Drive NW Ramsey, MN 55303 (763)-427-1410

Other positions responsible for maintenance of City records are as apparent or assigned.

Exhibit 2
PRIVATE AND CONFIDENTIAL DATA MAINTAINED BY
THE CITY OF RAMSEY

1. **PERSONAL DATA (PRIVATE)** Generally, all data about people who are or were an employee, applicant for employment, volunteer, independent contractor, or member of or applicant for a board or commission is private, with the exceptions noted below.

Public Data – Applicants

The following data on current and former applicants is public:

- Veteran Status
- Relevant test scores
- Rank on eligible list
- Job history
- Education and training
- Work availability
- Name, after being certified as eligible for appointment to a vacancy or when considered a finalist for a position of public employment (which occurs when the person has been selected to be interviewed by the appointing authority)
- Names and addresses of applicant for and members of an advisory board or commission

Public Data: Employees

The following data on current and former employees, volunteers, independent contractors, and members of advisory boards and commissions are public:

- Name
- Actual gross salary
- Salary range
- Contract fees
- Actual gross pension
- Value and nature of employer paid fringe benefits
- Basis for and amount of added remuneration, including expense reimbursement
- Job title

- Job description
- Education and training background
- Previous work experience
- Date of first and last employment
- The existence and status (but not nature) of any complaints or charges against the employee, whether or not resulting in discipline
- Final disposition of any disciplinary action, with specific reason for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees
- Terms of any agreement settling any dispute arising from the employment relationship, including a “buyout” agreement
- Work location
- Work telephone number
- Badge number
- Honors and awards received
- Payroll time sheets or other comparable data that are only used to account for employee’s work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee’s reasons for the use of sick or other medical leave or other non-public data
- City and county of residence

Undercover Law Enforcement Officer

All personnel data about a law enforcement officer is private until no longer assigned to those duties. Then the officer is subject to the same rules applicable to other employees unless the law enforcement agency determines that revealing the data would threaten the officer’s safety or jeopardize an active investigation.

Access by Labor Organizations

Personnel data may be given to labor organizations or the Bureau of Mediation Services to the extent this is necessary to conduct elections, notify employees of fair share fee assessments, or to implement state labor laws.

Employee Assistance Programs

All data associated with employee assistance programs is private.

Harassment

When there is a harassment complaint against an employee, the employee may not have access to data that would identify the complainant or other witnesses if this would threaten the personal safety of the complainant or witness, or subject them to harassment. However, this information will be provided to the employee in order for him/her to prepare for a disciplinary proceeding that has been initiated.

Peer Counseling Debriefing

Data acquired by a peer group member in a public safety peer counseling debriefing is private data on the person being debriefed.

Protection of Employee or Others

If it is reasonably necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, information that is relevant to the safety concerns may be released to (1) the person who may be harmed or to the person's attorney when relevant to obtaining a restraining order; (2) a prepetition screening team in the commitment process; or (3) a court, law enforcement agency or prosecuting authority.

2. **PROPERTY COMPLAINT DATA (CONFIDENTIAL).** Minn. Stat. 13.44
The identities of individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.
3. **PLANNING QUESTIONNAIRES (PRIVATE).** Minn. Stat. 13.59
Names, addresses, and legal descriptions of property, that are collected in questionnaires or surveys of individuals and businesses for the purposes of planning, development, or redevelopment.
4. **SECURITY INFORMATION (PRIVATE).** Minn. Stat. 13.37
Data which if disclosed would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury. This includes crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers, but these may be disseminated to other volunteers participating in crime prevention programs.
5. **ABSENTEE BALLOTS (PRIVATE).** Minn. Stat. 13.37
Sealed absentee ballots before opening by an election judge.
6. **SEALED BIDS (PRIVATE).** Minn. Stat. 13.37
Sealed bids, including the number of bids received, prior to opening.
7. **LABOR RELATIONS INFORMATION (PRIVATE).** Minn. Stat. 13.37

Management position on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position.

8. **FIREARMS DATA (PRIVATE).** Minn. Stat. 13.36
Data about the purchase or transfer of firearms and applications for permits to carry firearms.
9. **EXAMINATION DATA.** Minn. Stat. 13.34
Completed versions of personnel and licensing examinations are private, unless the Responsible Authority determines that they should be confidential because access would compromise the objectivity, fairness, or integrity of the examination process.
10. **ELECTED OFFICIALS CORRESPONDENCE (PRIVATE).** Minn. Stat. 13.33
Correspondence between individuals and elected officials, but either may make it public.
11. **BENEFIT DATA (PRIVATE).** Minn. Stat. 13.31
All data about individuals participating in the City's housing rehabilitation program.
12. **CIVIL INVESTIGATIVE DATA.** Minn. Stat. 13.39
Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation is confidential, except that a complainant's statement is private.
13. **APPRAISAL DATA (CONFIDENTIAL).** Minn. Stat. 13.50
Appraisals made for the purpose of selling acquiring land.
14. **ASSESSOR'S DATA (PRIVATE).** Minn. Stat. 13.51
Data on sales sheets from private multiple listing service organizations.

Income information on individuals used to determine eligibility of property for classification 4c under Minn. Stat. 272.13, Subd. 25 (c).

The following data regarding income properties:

- income and expense figures for current year and past three (3) years
- average vacancy factors for past three (3) years
- net rentable or useable areas
- anticipated income and expenses for the current year
- projected vacancy factor for current year
- lease information

Social Security numbers (Minn. Stat. 13.49).

15. **TRANSPORTATION SERVICE DATA (PRIVATE).** Minn. Stat. 13.521
Personal, medical, financial, familial or locational information, except name, of applicants or users of transportation services for the disabled or elderly.

- 16. RECREATION DATA (PRIVATE).** Minn. Stat. 13.57
For people enrolling in recreational or other social programs: name, address, telephone number, any other data that identifies the individual, and any data which describes the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of an individual.
- 17. LAW ENFORCEMENT DATA.** Minn. Stat. 13.80 and 13.82
Data collected under the domestic abuse act is confidential.
- The audio recording of a 911 call is private regarding the individual making the call, but a written transcript is public.
- Certain arrest data, request for service data, and response or incident data is public under Minn. Stat. 13.82. Otherwise, investigative data collected to prepare a case against a person for the commission of a crime or civil wrong is confidential while the investigation is active. Photographs which are part of the inactive investigation files are private if they are clearly offensive to commons sensibilities. Booking photographs are public.
- The identity of a victim of child abuse or neglect is private. The identity of a reporter of child abuse or neglect is confidential. Inactive investigative data which relates to the alleged abuse or neglect of a child by a person responsible for the child's care is private.
- Video tapes of child abuse victims may not be released under any circumstances without a court order.
- 18. FEDERAL CONTRACTS DATA (PRIVATE, NONPUBLIC).** Minn. Stat. 13.35
To the extent the federal agency requires it as a condition for contracting with a city, all government data collected and maintained by the city because the city contracts with the federal agency.
- 19. SOCIAL SECURITY NUMBERS (PRIVATE).** Minn. Stat.13.355
All or part of a Social Security Number, except to the extent that access is specifically authorized by law.
- 20. TRADE SECRET INFORMATION (NONPUBLIC).** Minn. Stat. 13.37
Government data, including a formula, pattern, compilation, program, device, method, technique, or process that was supplied to the city.
- 21. CITY ATTORNEY RECORDS (CONFIDENTIAL).** Minn. Stat. 13.393
The use, collection, storage, and dissemination of data by the city attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility. Data which is the subject of attorney-client privilege is confidential. Data which is the subject of the "work product" privilege is confidential.

- 22. INTERNAL AUDITING DATA (CONFIDENTIAL).** Minn. Stat.13.392
Data, notes, and preliminary drafts of reports created, collected, and maintained by the internal audit offices, persons performing audit, or relating to an audit or investigation until the report has been published or the audit/investigation is no longer being pursued actively. Exception section 6.67 or 609.456.
- 23. HUMAN RIGHTS DATA (CONFIDENTIAL).** Minn. Stat. 13.552
Human rights investigative data are confidential. The name and address of the charging party and respondent, factual basis of the allegations, and the statute under which the action is brought are private data.
- 24. BUSINESS DATA (PRIVATE).** Minn. Stat. 13.591
Data submitted by a business requesting financial assistance, a license, or other benefit are private or nonpublic: financial information about the business, including credit reports; financial statements; net worth calculations; business plans, income and expense projections; balance sheets; customer lists; income tax returns; and design, market, and feasibility studies not paid for with public funds. This data becomes public under certain conditions.
- 25. PROPOSALS (PRIVATE).** Minn. Stat. 13.591
Proposals submitted in response to a Request for Proposals are private or nonpublic until the responses are opened. Once opened the name becomes public, but all other data are private or nonpublic until completion of the selection process. After the process is completed, all remaining data are public with the exception of trade secret data. If all requests are rejected, see statute.
- 26. PUBLIC EMPLOYEE RETIREMENT ASSOCIATION DATA (PRIVATE).** Minn. Stat. 13.63
Data on beneficiaries and survivors of members are private: home address, date of birth, direct deposit account number, tax withholding data.
- 27. MUNICIPAL OBLIGATION REGISTER DATA (PRIVATE).** Minn. Stat. 475.55
Information with respect to the ownership of certain municipal obligations.
- 28. DRUG AND ALCOHOL TEST RESULTS (PRIVATE, CONFIDENTIAL).** Minn. Stat. 181.954 & 49

Exhibit 3
CITY OF RAMSEY
DATA REQUEST COST CALCULATION FORM

Fees charged in accordance with Minnesota Statutes Chapter 13, Section 13.03 (3).

Date of Request: _____

Description of Information Requested: (Please be specific) _____

Costs for duplication of standard materials are included on the backside. Please use this section to calculate fees for other data requests.

		Estimated Cost	Actual Cost
A.	LABOR		
	_____ x _____ # hours hourly rate	_____	_____
	_____ x _____ # hours hourly rate	_____	_____
B.	PHOTOCOPY		
	_____ x _____ Rate # pages	_____	_____
C.	MAILING	_____	_____
D.	PRINTING COSTS	_____	_____
E.	OTHER COSTS (May include computer time, programming, terminal access microfilming and any other costs not listed above)		
	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
	4. _____	_____	_____
	5. _____	_____	_____

TOTAL CHARGES _____

AMOUNT TO BE PREPAID _____

(50% OF Est. Total if exceeds \$50)

AMOUNT DUE UPON COMPLETION _____

PREPARED BY: _____

DEPARTMENT: _____

DATE: _____

Exhibit 4
**THE FOLLOWING RATES SHALL APPLY FOR REQUESTS OF
STANDARD MATERIALS:**

Photocopying Rates

Copied by staff: 25 cents per page

Report Copies

Accident Report
Offense Report
Arrest Report
Fingerprints
Clearance Letter
Apartment List
Incident Report
Inspection Record/Code Pages
Zoning Ordinance
Maps
Subdivision Ordinance
Comprehensive Plan
Census Data Profile
Planning & Zoning Commission Agenda
(One year subscription)
Plat Maps
Aerial Maps

Exhibit 5
CONSENT TO RELEASE PRIVATE DATA

I, _____, authorize the City of Ramsey to release the following private data about me:

to the following person or people:

The person or people receiving the private data may use it only for the following purpose or purposes:

This authorization is dated _____ and expires on _____

The expiration cannot exceed one year from the date of the authorization, except in the case of authorizations given in connection with applications for life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.

I agree to give up and waive all claims that I might have against the City, its agents, and employees for releasing data pursuant to this request.

Signature

IDENTITY VERIFIED BY:

- Witness: X _____
- Identification: Driver's License, State ID, Passport, Other: _____
- Comparison with signature on file
- Other: _____

Responsible Authority/Designee: _____

Exhibit 6
CITY OF RAMSEY
INFORMATION DISCLOSURE REQUEST
Minnesota Government Data Practices Act

A. To Be Completed by Requester

REQUESTER NAME (Last, First, MI):	DATE OF REQUEST
STREET ADDRESS	PHONE NUMBER
CITY, STATE, ZIP CODE:	SIGNATURE:
DESCRIPTION OF THE INFORMATION REQUESTED:	

B. To Be Completed by Department

DEPARTMENT NAME:	REQUEST TAKEN BY:
INFORMATION CLASSIFIED AS: <input type="checkbox"/> PUBLIC <input type="checkbox"/> NON-PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> PROTECTED NON-PUBLIC <input type="checkbox"/> CONFIDENTIAL	ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED IN PART (Explain Below) <input type="checkbox"/> DENIED (Explain Below)
REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:	
CHARGES: <input type="checkbox"/> NONE <input type="checkbox"/> PHOTOCOPY: _____ Pages x _____ cents = _____. <input type="checkbox"/> SPECIAL RATES: _____ (attach explanation) <input type="checkbox"/> OTHER: _____ (attach explanation)	IDENTITY VERIFIED FOR PRIVATE INFORMATION: <input type="checkbox"/> IDENTIFICATION: Driver's License, State ID, etc. <input type="checkbox"/> COMPARISON WITH SIGNATURE ON FILE <input type="checkbox"/> PERSONAL KNOWLEDGE <input type="checkbox"/> OTHER: _____
AUTHORIZED SIGNATURE:	DATE:

Exhibit 7

GOVERNMENT DATA ACCESS AND NONDISCLOSURE AGREEMENT

1. **AUTHORIZATION.** City of Ramsey (“City”) hereby authorizes _____
_____,)”Authorized Party”) access to the following government data: _

2. **PURPOSE.** Access tot his government data is limited to the objective of creating summary data
for the following purpose: _____

3. **COST.** (Check which item applies):

The Authorized Party is the person who requested the summary data and agrees to bear the City’s
costs associated with the preparation of the data which has been determined to be
\$_____.

The Authorized Party has been requested by the City to prepare summary data and will be paid in
accordance with the attached Exhibit _____.

4. **SECURITY.** The Authorized Party agrees that it and any employees or agents under its control
must protect the privacy interests of individual data subjects in accordance with the terms of this
Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to
identify any individual from data classified by state or federal law as not public which is obtained
from City records and incorporated into reports, summaries, compilations, articles, or any
document or series of documents.

Data contained in files, records, microfilm, or other storage media maintained by the City are the
City’s property and are not to leave the City’s custody. The Authorized Party agrees not to make
reproductions of any data or remove any data from the site where it is provided, if the data can in
any way identify an individual.

No data which is not public and which is irrelevant to the purpose stated above will ever be
disclosed or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s)
to participate in the collection of the data described above: _____

5. **LIABILITY FOR DISCLOSURE.** The Authorized Party is liable for any unlawful use or
disclosure of government data collected, used and maintained in the exercise of this Agreement
and is classified as not public under state or federal law. The Authorized Party understands that it
may be subject to civil or criminal penalties under those laws.

The Authorized Party agrees to defend, indemnify, and hold the City, its officers and employees harmless from any liability, claims, damages, costs, judgements, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from an act or omission of the Authorized Party, its agents, employees or assignees under this Agreement and against all loss by reason of the Authorized Party's failure to fully perform in any respect all obligations under this Agreement.

- 6. **INSURANCE.** In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of this Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance will cover \$1,000,000 per claimant for personal injuries and/or damages and \$1,000,000 per occurrence. The policy must cover the indemnification obligation specified above.
- 7. **ACCESS PERIOD.** The Authorized Party may have access to the information described above from _____ to _____.
- 8. **SURVEY RESULTS.** (Check which applies):
 - If the Authorized Party is the requester, a copy of all reports, summaries, compilations, articles, publications or any document or series of documents which are created from the information provided under this Agreement must be made available to the City in its entirety.
 - If the Authorized Party is a contractor of the City, all copies of reports, summaries, compilations, articles, publications, or any document or series of documents which are created from the information provided under this Agreement must be provided to the City. The Authorized Party may retain **one copy** for its own records but may not disclose it without City permission, except in defense of claims brought against it.

Data Practices Compliance. The Contractor will have access to data collected or maintained by the City to the extent necessary to perform the Contractor's obligations under this contract/agreement. The Contractor agrees to maintain all data obtained from the City in the same manner as the City is required to under the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, ("the Act"). The Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. The Contractor agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of the Contractor's failure to comply with the requirements of the Act or this contract. Upon termination of this contract/agreement, the Contractor agrees to return data to the City, as requested by the City.

AUTHORIZED PARTY: _____
By: _____ Date: _____
Title (if applicable): _____

CITY OF RAMSEY:
By: _____ Date: _____
Its: _____

Exhibit 8
NOTICE TO PERSONS UNDER AGE 18

Some of the information you are asked to provide is classified as private under state law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- Whether you are of sufficient age and maturity to explain the reasons and understand the consequences;
- Whether denying access may protect you from physical or emotional harm;
- Whether there is reasonable grounds to support your reasons; and
- Whether the data concerns medical, dental, or other health service provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO: _____ DATE: _____

BY: _____
(name) (title)

REQUEST TO WITHHOLD INFORMATION
I request that the following information: _____ _____
Be withheld from: _____
For the following reasons: _____ _____ _____
DATE: _____ PRINT NAME: _____ SIGNATURE: _____

Exhibit 9
CITY OF RAMSEY
DATA PRACTICES ADVISORY
(Tennessee Warning)

Some or all of the information that you are asked to provide on the attached form is classified by State law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information, which generally cannot be given to either the public or the subject data.

Our purpose and intended use of this information is: _____

You are are not legally required to provide this information.

If you refuse to supply the information, the following consequences may result: _____

Other persons or entities authorized by law to receive this information are: _____

