



Data Practices Policy for Members of the Public

This document is required by Minnesota Statutes, section 13.03, subdivision 2(b).

Approved December 17, 2013

Updated January 12, 2015

Updated June 16, 2015

Updated May 17, 2016

Update October 18, 2016

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, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity 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 this government entity keeps, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts 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 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.

Hubbard 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.

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 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
 - 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.

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 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 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. Hubbard County will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 6 – Hubbard County 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 Hubbard County			
Office	Responsible Authority	Data Practices Compliance Official	Designees
County Finance Auditor/Treasurer	Kay Rave Auditor/Treasurer 301 Court Avenue, Park Rapids, MN 56470 218-732-2250 Fax 218-732-3645 krave@co.hubbard.mn.us	Kay Rave Auditor/Treasurer 301 Court Avenue, Park Rapids, MN 56470 218-732-2250 Fax 218-732-3645 krave@co.hubbard.mn.us	
County Assessor	Ginger Woodrum, Assessor 301 Court Avenue, Park Rapids, MN 56470 218-732-3452 glwoodrum@co.hubbard.mn.us	Ginger Woodrum, Assessor 301 Court Avenue, Park Rapids, MN 56470 218-732-3452 glwoodrum@co.hubbard.mn.us	
County Attorney	Donovan D. Dearstynne Attorney 301 Court Avenue, Park Rapids, MN 56470 218-732-4133 Fax 218-732-2318 ddearstynne@co.hubbard.mn.us	Donovan D. Dearstynne Attorney 301 Court Avenue, Park Rapids, MN 56470 218-732-4133 Fax 218-732-2318 ddearstynne@co.hubbard.mn.us	
County Environmental Services Office	Eric Buitenwerf, Environmental Services Officer 301 Court Avenue, Park Rapids, MN 56470 218-732-3890 ebuitenwerf@co.hubbard.mn.us	Eric Buitenwerf, Environmental Services Officer 301 Court Avenue, Park Rapids, MN 56470 218-732-3890 ebuitenwerf@co.hubbard.mn.us	
County Recorder	Nicole Lueth, Recorder 301 Court Avenue, Park Rapids, MN 56470 218-732-3552 Fax 218-732-3645 nlueth@co.hubbard.mn.us	Nicole Lueth, Recorder 301 Court Avenue, Park Rapids, MN 56470 218-732-3552 Fax 218-732-3645 nlueth@co.hubbard.mn.us	
County Sheriff	Cory Aukes, Sheriff 301 Court Avenue, Park Rapids, MN 56470 218-732-3331 Fax 218-732-2550 caukes@co.hubbard.mn.us	Cory Aukes, Sheriff 301 Court Avenue, Park Rapids, MN 56470 218-732-3331 Fax 218-732-2550 caukes@co.hubbard.mn.us	
County Human Services	Debra Vizecky, Director 205 Court Avenue, Park Rapids, MN 56470 218-732-1451 Fax 218-732-2311 dvizecky@co.hubbard.mn.us	Debra Vizecky, Director 301 Court Avenue, Park Rapids, MN 56470 218-732-1451 Fax 218-732-2311 dvizecky@co.hubbard.mn.us	
Heritage Living Center	Kurt Hansen, Administrator 619 West Sixth Street Park Rapids, MN 56470 218-732-3329 kurthansen@ecumen.org	Kurt Hansen, Administrator 619 West Sixth Street Park Rapids, MN 56470 218-732-3329 kurthansen@ecumen.org	
All Other County Offices	Debbie Thompson, Coordinator 301 Court Avenue, Park Rapids, MN 56470 218-732-9023 Fax 218-2321 dthompson@co.hubbard.mn.us	Debbie Thompson, Coordinator 301 Court Avenue, Park Rapids, MN 56470 218-732-9023 Fax 218-2321 dthompson@co.hubbard.mn.us	

Copy Costs – Members of the Public Hubbard County

Hubbard County charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c). However, when a request under this subdivision involves any person's receipt of copies of the public government data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, database, or system developed with a significant expenditure of public funds by the government entity, the responsible authority may charge a reasonable fee for the information in addition to the costs of making, certifying, and compiling the copies. Any fee charged must be clearly demonstrated by the government entity to relate to the actual development costs of the information. The responsible authority, upon the request of any person, shall provide sufficient documentation to explain and justify the fee being charged. Minnesota Statutes, section 13.03, subdivision 3(d).

You must pay for the copies before we will give them to you. Pre-payment of copies is required unless other arrangements are approved by the Department Head or Data Practices Compliance Official for the responding department.

For 100 or Fewer Paper Copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 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 \$25 per hour after the first half (1/2) hour per day.

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.

Refer to the Hubbard County fee Schedule for a detailed listing of all copy fees. If not otherwise specified in the Hubbard County Fee Schedule please contact the department with whom you made the request.

Hubbard County will accept cash, money order, check or collected funds. It is at the discretion of the Department Head on what types of funds they will accept.

