

Public Data Request Policy

The Shell Rock River Watershed District (the "SRRWD") is a Political Subdivision of the State of Minnesota. Therefore, files are open to the public unless classified as restricted under state or federal law. The SRRWD has adopted a policy to handle data requests. See policy contained in this Handbook. The Administrator of SRRWD is designated as the official record keeper. SRRWD can ask individuals to schedule an appointment ahead of time to ensure that staff will be available to gather the information.

If copies of information are requested, SRRWD can charge for searching, retrieving, compiling, and copying costs. A charge should not be included to separate public from not public data. The charges should be justifiable. If reproduction of slides, large maps, plan sheets, videotapes, etc. is requested, prices may vary. All estimated charges could be billed in advance. No charges should be assessed if the files are inspected and no copies are requested.

If a request for data involves any person's receipt of copies of data that has commercial value and is a substantial and discrete portion of an entire formula, pattern, compilation, program, device, method, technique, process, database or system developed with a significant expenditure of public funds by the SRRWD, and the SRRWD determines that the requested data is classified and access will not be allowed, SRRWD should inform the individual requesting that information as soon as possible, citing the legal basis for the denial.

See SRRWD Public Access to Documents Policy in this Handbook.