SHELL ROCK RIVER WATERSHED DISTRICT

Policies and Procedures for Public Access to Documents

Public access to the data of public bodies is governed by the Data Practices Act (DPA), Minnesota Statutes, Chapter 13. The DPA states that data of public bodies are to be available to the public unless specifically exempted under the law in cases where individual privacy would be violated or where other valid concerns outweigh the interest in public availability. The Shell Rock River Watershed District (SRRWD) recognizes the public interest in open access to its data as well as the public interest that requires that certain types of data not be publicly available. SRRWD will comply fully with the DPA and, where the DPA allows for the exercise of judgment, to exercise that judgment consistent with the public interests underlying the law.

This policy is adopted pursuant to Section 13.03, Subdivision 2 of the DPA, which states that every public body shall establish procedures to implement the DPA.

Procedure for Review of SRRWD Documents

All requests to inspect or receive copies of SRRWD data, and all other inquiries regarding the DPA, must be in writing and sent by U.S. Mail, addressed to the "Data Practices Compliance Official," at the following address:

Shell Rock River Watershed District
Freeborn County Government Center
214 West Main Street
Albert Lea, MN 56007

The SRRWD Administrator is designated as the Data Practices Compliance Official.

Requests to inspect or obtain copies of SRRWD data are to be in writing. In the event an individual wishes to inspect SRRWD data, the Data Practices Compliance Official will gather the documents of interest, separate any documents to be withheld from inspection, and see to it that someone is available to assist with the inspection. SRRWD files may not be removed from its office.

The SRRWD will follow the DPA Policy of scheduling inspections within a reasonable time of the request. The response time will vary depending on the complexity of the request and the press of other SRRWD business,

If the SRRWD determines that certain data will not be made available for inspection or copying, it will inform the individual of the basis for denial of access. If requested, the SRRWD will certify in writing that the request has been denied and state the specific basis for denial.

Adopted: September 8, 2015

Shell Rock River Watershed District
Costs

There is no cost to inspect documents. If less than 100 pages of document copies are requested, the requesting individual will be charged ten cents ($0.10) per page for ordinary-sized documents.

With respect to oversize copies, tapes, electronic data, photographs, slides and other unusual formats, the requesting individual will be responsible for the actual cost incurred by the SRRWD to make the copy itself or to use a vendor.

An individual requesting more than 100 pages of copies or the electronic transmittal of data is responsible to pay the SRRWD the actual cost, including the cost of staff time, to search for and retrieve data and to make, certify, compile and transmit copies, not including the costs to separate public from not public data. Staff costs will be assessed based upon established hourly rates.

If requested, the SRRWD will advise approximate cost before making said copies, Payment may be made by cash or check. The SRRWD may require payment in advance.

The SRRWD may charge a fee for data that has commercial value and was developed with a significant expenditure by the SRRWD, The SRRWD may also require a license agreement limiting the use of said data.

Data Subjects

The rights of the subjects of government data are set forth in Minn. Stat, § 13.04, which is attached.

Adopted: September 8, 2015

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