



## **City of Chanhassen Data Practices Policy For the Public**

**Minnesota Statutes, sections 13.025 and 13.03 require this policy.**

## Your Right to See Public Data

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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 means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that the City of Chanhassen must keep all government data in a way that makes it easy for you 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 Request Public Data

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You can ask to look at (inspect) data at our offices or ask for copies of public data that we keep.

The City of Chanhassen requires all data requests to be submitted in writing through the city's online data request portal at [cityofchanhassen.nextrequest.com](http://cityofchanhassen.nextrequest.com). Requests by mail, fax, or email will also be accepted; however, these types of requests will be entered into and processed through the city's online data request portal. Verbal requests for data will not be accepted. These requests must be directed to the Chanhassen City Clerk, who has been designated as the Responsible Authority. If you choose not to use the city's online data request portal, your request on a data subject must include the following information:

- State that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O. Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

## How We Will Respond to Your Data Request

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Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we have the data but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- 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:
  - Provide a link to view and inspect the data online 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. We will provide electronic copies if we keep the data in an electronic format as requested. Information about copy charges is included in this policy. We will arrange for payment of any fees before the information is copied/prepared.

- Response time may be impacted by the size and/or complexity of your request and also by the number of requests you make in a given period of time.
- Following our response, if you do not make arrangements within ten (10) business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. 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 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.

We are also not required to respond to questions that are not about your data requests or requests for government data.

## **Copy Costs – When You Request Public Data**

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Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.

- You must pay for the copies before we will give them to you.
- Multiple requests made within the same xx business-day period will be treated as a single request for the purposes of calculating total copy costs.
- If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

### **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 sending the data.

In determining the actual cost of making copies, we include 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 copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

## Data Practices Contacts

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The City Clerk is the Data Practices Responsible Authority for all data issues not assigned by statute to someone else. The Assistant City Manager is the Compliance Official.

**Responsible Authority:**

Kim Meuwissen, City Clerk  
7700 Market Blvd./PO Box 147  
Chanhassen, MN 55317  
952-227-1107  
[kmeuwissen@chanhassenmn.gov](mailto:kmeuwissen@chanhassenmn.gov)

**Compliance Official:**

Matt Unmacht, Assistant City Manager  
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Chanhassen, MN 55317  
952-227-1118  
[munmacht@chanhassenmn.gov](mailto:munmacht@chanhassenmn.gov)

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