

City of Mendota Heights: Data Practices Policy for the Public

Policy Number: 2.02

Adopted: 12/16/2016

Revised: 7/2/2025

1. PURPOSE

The Data Practices Policy for the Public outlines how members of the public can access data managed by the City of Mendota Heights. This ensures transparency and accountability in accordance with Minnesota Statutes, Sections 13.025 and 13.03.

2. DATA CLASSIFICATION DEFINITIONS

The State of Minnesota presumes that all government data are public unless a state or federal law says the data are not public.

3. LEGAL REQUIREMENTS

The city must store government data in a way that allows easy access to public data. Members of the public have the right to inspect all public data free of charge and may request copies. The city may charge for copies and related costs, as allowed by the Data Practices Act.

4. REQUESTING PUBLIC DATA

Members of the public can request public data by making a request to the responsible authority. Requests can be made through the city's website, over the phone, in person, via email or mail correspondence. Use of the city's Data Request Form is strongly encouraged, as it helps clarify the request and supports a timely and efficient response. Staff may reach out regarding details of the request. Data may be provided either through in-person inspection, copies of materials, or as digital files.

The data requester is not required to identify themselves or explain the reason for the data request. However, the city may need additional information from the requester to complete the request. If the city requests information from the data requester in order to complete the data request and does not receive a response after 15 days, the city will consider the data request canceled.

5. FULFILLING DATA REQUESTS

Upon receiving the data request, it will be reviewed. If clarification of the data request is required, staff will reach out to the requester prior to fulfilling the data request.

If the city has the data, the city will respond to the data request appropriately and promptly, within a reasonable amount of time by doing one of the following:

- Arranging a date, time, and place for in-person inspection
- Sending copies by mail or email
- Notifying the requester about the city requirement to prepay for copies
- Notifying the requester about estimated costs to fulfill the data request

- Explaining if data are not public and citing the applicable law.

Response time may be impacted by the size and/or complexity of the data request, and also by the number of requests made in a given period of time.

If the city does not have the data, the city will notify the requester in writing within 10 business days.

If the city has the data, but we are not allowed to give it to you, the city will tell you as soon as reasonable possible and identify the law that prevents us from providing the data.

The Data Practices Act does not require the city to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if the city does not keep the data in that form or arrangement.

Following the city response, if arrangements have not been made within 15 business days to inspect the data or pay for the copies, the city will conclude that the data is no longer wanted and will consider the data request closed.

Members of the public can request clarification of technical terminology, abbreviations or acronyms included within public data.

6. REQUESTS FOR SUMMARY DATA

Summary data are statistical records or reports created by removing identifying information about individuals. The city will prepare summary data if the data request is made in writing and the requester has prepaid the cost of creating the data. The city will respond to the data request within ten business days with the data, or details of when the data will be ready and how much the city will charge.

7. DATA PRACTICES CONTACTS

Responsible Authority

Nancy Bauer, City Clerk

1101 Victoria Curve, Mendota Heights, MN 55118

Phone: 651-452-1850

Fax: 651-452-8940

nbauer@mendotaheightsmn.gov

As the Responsible Authority, the City Clerk orders the following individuals as the data practices compliance official and their designees:

Data Practices Compliance Official

Nancy Bauer, City Clerk

1101 Victoria Curve, Mendota Heights, MN 55118

Phone: 651-452-1850

Fax: 651-452-8940

nbauer@mendotaheightsmn.gov

Data Practices Designee(s)

Trista Miller, Police Support Specialist

1101 Victoria Curve, Mendota Heights, MN 55118

Phone: 651-452-1366
pdrecords@mendotaheightsmn.gov

8. COSTS

Minnesota Statutes, section 13.03, subdivision 3(c) allows the city to charge for copies. If possible, the city will provide the requester with an estimate of the total cost of supplying copies upon request.

Payment for copies of public data must be received prior to the city fulfilling the data request. Multiple requests made within the same 10 business-day period will be treated as a single request for the purpose of calculating total copy costs. When not set by statute or rule, the cost to fulfill a data request is the actual cost of searching for and retrieving the data and making the copies or electronically sending the data.

The city will charge the actual cost of fulfilling a data request and can include employee time, cost of materials and postage. Details regarding the cost of copies, materials, etc. are outlined in the city's fee schedule.

9. DELEGATION OF AUTHORITY

The City Administrator, or their designee, is authorized to make amendments and changes to this policy.

10. APPENDIX

A. Data Request Form

Data Request Form – Requesting Public Data

City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118
Email: datarequests@mendotaheightsmn.gov



Request Date: _____

Describe the data you are requesting as specifically as possible.

I request access to data in the following way:

- Inspection
- Copies
- Both inspection & Copies

Contact Information (optional)*

Name: _____

Phone Number: _____

Email Address: _____

Address: _____

We will respond to your request as soon as reasonably possible. All the information on this form is considered public information.

*You do not have to provide any contact information. However, if you want us to mail/email your copies of data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

Office Use: Date Data Provided: _____ By: _____