Renville COUNTY

Service · Stewardship · Shared Responsibility

Data Practices Policy For the Public

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

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

The law also says that Renville County 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

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

Make a written request:

- You may make your request by mail, email, or fax.
- Requests should go to the Responsible Authority or Designee listed on Page 4, using the data request form on page 6.

If you do not use the data request form, your request should:

- Say 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

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you within 10 business days.
- 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:
    - Arrange a date, time, and place for you to inspect the data at our offices; or
    - You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email) upon request, if we keep the data in that format and we can reasonably make a copy.
    - 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 10 calendar 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.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data.

You may use the data request form on page 6 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority – Lisa Herges, County Administrator

Designee's and Contact Information

Department/Unit	Designee	Phone/Fax	Email	Address
Administration		320-523-3710/320-523-3801	lisa.herges@renvillecountymn.gov	105 S. 5th St. Suite 315, Olivia, MN 56277
Assessor	Doug Bruns	320-523-3645/320-523-3644	assessors@renvillecountymn.gov	500 E DePue Ave. Suite 205, Olivia, MN 56277
Auditor/Treasurer	Heather Weis	320-523-2071320-523-3621	heather.weis@renvillecountymn.gov	500 E DePue Ave. Suite 202, Olivia, MN 56277
Drainage	Seth Sparks	320-523-3746	seth.sparks@renvillecountymn.gov	105 S. 5th St. Suite 319, Olivia, MN 56277
Emergency Management	Mike Hennen	320-523-3838	mike.hennen@renvillecountymn.gov	105 S 5th St. Suite 311, Olivia, MN 56277
Environmental Services	Scott Refsland	320-523-3768/320-523-3843	es@renvillecountymn.gov	105 S. 5th St. Suite 311, Olivia, MN 56277
HRA/EDA	Jordan Zeller	320-523-3656/320-523-3812	eda@renvillecountymn.gov	105 S. 5th St. Suite 311, Olivia, MN 56277
Human Resources	Lisa Neutgens	320-523-3710/320-523-3801	employment@renvillecountymn.gov	105 S. 5th St. Suite 315, Olivia, MN 56277
Human Services	Kaitlyn Fredrickson	320-523-2202/320-523-3565	hs@renvillecountymn.gov	105 S. 5th St. Suite 203H, Olivia, MN 56277
Driver and Vehicle Services	Heather Weis	320-523-3612/320-523-3621	heather.weis@renvillecountymn.gov	500 E DePue Ave. Suite 201, Olivia, MN 56277
Public Health	Sara Benson	320-523-2570/320-523-3749	rcph@renvillecountymn.gov	105 S. 5th St. Suite 119H, Olivia, MN 56277
Public Works	Jeff Marlowe	320-523-3759/320-523-3755	jeff.marlowe@renvillecountymn.gov	105 S. 5th St. Suite 319, Olivia, MN 56277
Restorative Justice	Andrew Peltz	320-523-3871	andrew.peltz@renvillecountymn.gov	105 S. 5th St. Suite 119, Olivia, MN 56277
Veterans Services	Mike Harmon	320-523-3763/320-523-3870	mike.harmon@renvillecountymn.gov	105 S. 5th St. Suite 247, Olivia, MN 56277

County Attorney Responsible Authority – Kelsie Kingstrom, County Attorney

Phone 320-523-2661, Fax 320-523-2382
attorneys@renvillecountymn.gov
105 S. 5th St. Suite 320, Olivia, MN 56277

County Recorder Responsible Authority – Doug Bruns, County Recorder

Phone 320-523-3644, Fax 320-523-3650
recorders@renvillecountymn.gov
500 E. DePue Ave. Suite 203 Olivia, MN 56277

Recorder Designee	Barb Wertish	320-523-3629	barb.wertish@renvillecountymn.gov	500 E. DePue Ave. Suite 203, Olivia, MN 56277

Sheriff's Office Responsible Authority – Scott Hable, County Sheriff

Phone 320-523-1161, Fax 320-523-3787
sheriffinfo@renvillecountymn.gov
105 S. 5th St. Suite 210 Olivia, MN 56277

Sheriff Designee	Jessica Plumley	320-523-3769	jessica.plumley@renvillecountymn.gov	105 S. 5th St. Suite 210, Olivia, MN 56277
	Stephanie Malvin	320-523-3770	stephanie.malvin@renvillecountymn.gov	105 S. 5th St. Suite 210, Olivia, MN 56277
Jail Designee	Ned Wohlman	320-523-3778	ned.wohlman@renvillecountymn.gov	105 S. 5th St. Suite 210, Olivia, MN 56277

Copy Costs – When You Request Public Data

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 10 business-day period will be treated as a single request for the purposes of calculating total copy costs.

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¢ each.

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. The cost of employee time to make copies is dependent upon the type of data being requested.

Data Request Form – Requesting Public Data

Request date:

The data I am requesting:

Describe the data you are requesting as specifically as possible.

I am requesting access to data in the following way:

☐ Inspection

☐ Copies

☐ Both inspection and copies

Contact information (optional)*

Name:

phone number:

email address:

address:

We will respond to your request as soon as reasonably possible.

* You do not have to provide any contact information. However, if you want us to mail/email you 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.