



| 2 Pine Tree Drive, Suite 306 | Arden Hills, MN 55112 | 651-582-8888 | bosa.mn.gov |

Data Practices Policy For the Public

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

General Principles

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 Minnesota Board of School Administrators 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.

How to Request Public Data

You may inspect data at our offices by making a written request to the executive director of the Minnesota Board of School Administrators to:

Karen.Schaub@state.mn.us

or mailing to:

Minnesota Board of School Administrators
2 Pine Tree Drive, STE 306
Arden Hills, MN 55112

Please 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.

Costs for Gathering Data

The Data Practices Act allows the board to charge for gathering copies. The board will determine the cost of the data based on the nature of the request. For 100 or fewer black and white pages, the board will charge 25 cents per page. If your request covers more than 100 black and white pages, the board may charge actual costs. You have the right to look at data at the board offices, free of charge, before deciding to request copies.

In determining the actual cost of making copies, we include employee time for preparing and transmitting the electronic transfer of data. For paper copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any) will be charged. 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.

How the Board Will Respond to Your Data Request

Upon receiving your request, we will:

- Respond to your request appropriately and promptly within a reasonable amount of time. 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.
- If we determine that a law prevents us from providing the data, we will tell you as soon as reasonably practicable and identify the law in question.
- Notify you in writing within a reasonable amount of time if we do not have the data.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the Responsible Authority or Data Practices Compliance Official listed below. An explanation will be given.

The Data Practices Act does not require the board 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.

The board is not required to respond to questions that are not about your data requests, or requests for government data.

If we will conclude that you no longer want the data or if there is failure to pay for the data, the board will consider your request closed.

Responsible Authority:

Executive Director of the Minnesota Board of School Administrators Karen Schaub

651-582-8236

Karen.Schaub@state.mn.us

Data Practices Compliance Official

Executive Director of the Minnesota Board of School Administrators Karen Schaub

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