



# City of Chanhassen

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## **Guide for Members of the Public Requesting Information**

*This document is required by Minnesota Statutes, section 13.03, subdivision 2(b).*

## Right to Access Public Data

The 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. The Data Practices Act also provides that the City of Chanhassen must make it easy for you, as a member of the public, to access public data. You also have the right to get copies of the 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 Make a Data Request

To look at data or request copies of data that the City of Chanhassen makes, make a written request. A list of the appropriate contacts for requests is included in this document. You may make your written request for data by mail, fax, or email, using the Request for Information form included in this packet.

If you choose not to use the form, your written request should include:

- That you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13
- Whether you would like to look at the data, get copies of the data, or both; and
- A clear description of the data you would like to inspect or have copied

The City of Chanhassen cannot require you, as a member of the public to identify yourself or explain the reason for your data request. If you are requesting private data on an individual, you must prove that you are the subject of that data. However, depending on how you want us to process your request, we may need some information about you. If you choose not to give us any identifying information, we will provide you with a contact so you can check on the status of your request. In addition, please keep in mind that we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

## How we Respond to a Data Request

Upon receiving your request, we will work to process it.

- If we do have the data, we will notify you as soon as reasonable possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and explain why the data is not public.
- If we have the data, and the data are public, we will respond to your request in a timely and appropriate manner by doing one of the following:
  - Arrange a date, time, and place to inspect the data for free if you 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 and requested. Information about copy charges is included in this policy. We will arrange for payment of any fees before the information is copied/prepared.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. 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 if we do not already have the data or to provide data in specific form or arrangement if we do not keep the data in that form or arrangement. 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.

In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

## **Data Practices Contacts**

The Assistant City Manager is the Data Practices Responsible Authority and Compliance Official for all data issues not assigned by statute to someone else. Contact information listed in this document will be updated as needed.

Contact:

Assistant City Manager  
Jake Foster  
PO Box 147, 7700 Market Blvd.  
Chanhassen, MN 55317  
952-227-1118  
[jfoster@ci.chanhassen.mn.us](mailto:jfoster@ci.chanhassen.mn.us)

For Request Related to: Finance, Utility Billing, Property Assessments, contact:

Utility Billing Clerk  
Ashley McGovern  
PO Box 147, 7700 Market Blvd.  
Chanhassen, MN 55317  
952-227-1142  
[amcgovern@ci.chanhassen.mn.us](mailto:amcgovern@ci.chanhassen.mn.us)

*Adopted by the Chanhassen City Council on August 13, 2012.*