

**PROCEDURES TO
ACCESS GOVERNMENT DATA
FROM THE
CITY OF BROOKLYN PARK**

PUBLIC DOCUMENT

July 2017



**CITY OF BROOKLYN PARK
5200 – 85th Avenue North, Brooklyn Park, MN 55443**

ARTICLE I

What is the Minnesota Government Data Practices Act?

The Minnesota Government Data Practices Act (referenced as the Act for the rest of this document) is a state law that establishes a classification system for documents gathered by governmental entities. Under the Act, all records collected and maintained by the city are considered public unless otherwise classified by a state or federal law.

This document has been prepared to help the public understand the procedures that govern a request for data from the city. The city recognizes its obligation to provide information or a response regarding the information to anyone who requests it. The city also acknowledges the need to remain open and accountable to the public in the maintenance of its records while protecting the privacy rights of individuals and continuing the efficient operation of city government.

ARTICLE II

Who is responsible for procedures governing city records?

Jay Stroebel, the City of Brooklyn Park City Manager, is the city's Responsible Authority under the Act. Pursuant to the Act, the Responsible Authority is a person who is accountable for the collection, use and dissemination of any records held by the governmental entity. Mr. Stroebel has appointed representatives (Designees) in each city department to help implement the Act. Questions regarding access to documents should be directed to the Designee on the last page of this document.

ARTICLE III

How do I access "Public Data" from the city?

Public data is all data collected, created, received, maintained or disseminated that is not classified by statute, temporary classification pursuant to section 13.06, or federal law, as "Nonpublic" or "Protected Nonpublic" with respect to data that is not about individuals or with respect to data on individuals as "Private" or "Confidential."

Data on Individuals	Meaning of Classification	Data not on Individuals
Public	Available to anyone for any reason	Public
Private	Available only to the data subject and to anyone authorized by the data subject or by law to see it	Nonpublic
Confidential	Not available to the public or the data subject	Protected Nonpublic

You may obtain public data from the city by writing to the appropriate city department. If you would like to inspect public records, which may be voluminous, an appointment is recommended. Normal viewing hours are from 8 a.m. to 5 p.m., Monday through Friday.

The city will respond to your request for public records as soon as reasonably possible. If the record requested is not public, you will be promptly informed along with an explanation of the record's classification.

ARTICLE IV

How do I access private data for "Private Data on Individuals?"

Under the Act, Private Data on Individuals are records that are generally accessible only to the individual subject of the data. If the city has a file relating to you as an individual, you may seek access to that data.

Requests for access to Private data must be forwarded to the Designee. Only the Designee may officially receive and approve/disapprove requests to access Private data.

A. The following shall have access to Private data:

1. The individual subject of the data
2. City of Brooklyn Park employees whose work assignments reasonably require access
3. Other governmental agencies and entities that are authorized by state statute or federal law to access Private data
4. Persons or entities under contract with the city where performance of the contract requires access to the data (i.e. city attorney, prosecuting attorney and insurance claims adjuster). Persons under contract are required to handle the data in compliance with the Act. The city may include the language in Exhibit A in a written contract
5. Individuals or entities given specific written and signed authority by the subject(s) of the Private data

B. Access to Private Data:

1. Requests for Private data will be received and processed during normal business hours as defined in Article III.
2. In-person requests by the data subject require a confirmation of identity prior to access to said data. Confirmation can be in the form of:
 - a) Drivers license, state identification card, or passport
 - b) Comparison with signature on file
 - c) Verification of identity by a reliable third party
3. Written requests by the data subject must bear an original signature and be either notarized or witnessed. You may complete the city's *Informed Consent to Release Private Data Form*, Exhibit B, to allow a designated person to receive the records.

4. Written authorization for third party access to Private data must bear the original signature of the subject and must be either notarized, witnessed, or verified by comparing the signature to other department records that contain the data subject's signature. The third party given authorization and the Private data to which access will be provided must both be specifically identified. Persons presenting authorization forms from data subjects are to be identified as specified in Article IV.
5. Statutes allow a reasonable amount of time, ten (10) working days, to comply with your request. You will be informed if the records cannot be immediately provided.
6. If access to requested data is denied, the city will provide the reason for denying access at the time of the request and the statutory or federal law basis for this decision.
 - a) An oral explanation can be replaced with a written statement mailed as soon as possible after denial.
 - b) The person being denied access can request a written justification for the denial. The Designee will then provide, in writing, that the request was denied and the statutory basis or federal law the denial was based upon.
7. If a data request is denied because the data are classified as "private security information," upon request, the city will provide a short description in writing explaining the necessity for the classification.
8. A written record will be made when Private data is accessed by the subject or authorized agent. This can be either a *Report Dissemination Form* or by attaching the *Information Disclosure Request*, Exhibit C, to the data accessed. After the city has provided access to your records, the records need not be disclosed to you for six months unless there is a dispute or more information is added to the data.

ARTICLE V

How do I access "Nonpublic Data Not on Individuals?"

Nonpublic Data Not on Individuals are documents that relate to corporations and other associations that are not considered *individuals* under the Act. Such documents are not public and are accessible only to an individual appointed by the corporation or association to access the data. Access is also available to city employees whose work assignments require access, to persons under contract with the city where performance of the contract requires access, and to government entities or agencies authorized by law to have access to these records.

If you are seeking access to Nonpublic Data Not on Individuals, you should request the data in writing. The request should be sent to the appropriate Designee.

If the city needs additional time to respond to your data request, you will be promptly notified when to expect a response. The city is not required by law to respond to requests within 10 days if the request is for Data Not on Individuals.

The city will require identification from an individual who requests Nonpublic Data on Individuals to make sure that the individual is, in fact, the person appointed to receive the data as specified in Article IV, Paragraph B of this plan.

If a data request is denied because the data are classified as “nonpublic security information,” upon request, the city will provide a short description in writing explaining the necessity for the classification.

ARTICLE VI
How does the city handle “Confidential Data on Individuals?”

Confidential Data on Individuals are records that by law are not accessible to the public or to the subject of the data. The data are only available to employees or agents of the city whose work assignments require access, to persons under contract where performance of the contract requires access, and to other government agencies authorized by law. The city may include the language in Exhibit A in a written contract.

Upon written request of an individual, the city will inform an individual whether s/he is the subject of any Confidential data that the city retains. The written request should be sent to the city manager.

ARTICLE VII
How does the city handle “Protected Nonpublic Data Not on Individuals?”

Under the Act, Protected Nonpublic Data Not on Individuals is data that relate to corporations or other associations that by law are not accessible to the public or to the representatives of the data subject. The data is only available to employees whose work assignments require access to persons under contract where performance of the contract requires access, and to other government entities or agencies authorized by law.

ARTICLE VIII
What is “Summary Data?”

Summary Data are statistical records and reports derived from data on individuals where individuals are not identified and their identity or characteristics that could uniquely identify them is not ascertainable. Summary data derived from Private or Confidential data are public.

Persons wishing access to Summary data must submit a written request to the Designee. This written request must contain the following:

- A. The precise nature and detail of the data desired;
- B. The date(s) or date range(s) to be searched;
- C. The purpose of Summary data requested;
- D. The willingness to pay, in advance or upon receipt, any reasonable costs and fees incurred to prepare and copy the Summary data;
- E. The requestor will sign a *Non-disclosure Agreement* as may be required by law, attached as Exhibit D and;
- F. The written request is signed and dated by the requestor.

Procedures to access Summary Data:

- A. Requests for Summary data will only be received by the Designee during normal business hours as defined in Article III.
- B. Requests received must comply with Article VIII (page 4). Requests missing information will be returned to the requestor noting required changes;
- C. Appropriate requests will be processed by the Designee with an acknowledgment sent to the requestor within 10 working days of receipt of the request. This letter may contain any of the following:
 - 1. Estimated cost of providing the Summary data requested;
 - 2. The Summary data requested;
 - 3. The time schedule in which the Summary data will be provided and the reason(s) if the time to respond is over 15 working days;
 - 4. A schedule of dates and times the requestor may visit Brooklyn Park City Hall to access Private and Confidential data to prepare the Summary data themselves, or;
 - 5. The reason(s) why the request for Summary data is being denied.

Requests for Summary data approved under the terms of Article VIII, necessitate the preparation of a *Non-disclosure Agreement* by the Designee. Said agreement must contain the following:

- A. General description of the Private or Confidential data being used to prepare the Summary data;
- B. The purpose the Summary data is being prepared;
- C. A statement that the requestor accessing the files to prepare the Summary data understands that s/he may be subject to civil or criminal penalties under the Minnesota Government Data Practices Act in the event that Private or Confidential information is disclosed.
- D. The requestor's agreement to defend and indemnify the city and its employees in any legal

action brought as a result of the requestor having had access to Private or Confidential data, and an agreement to provide insurance or other security as the city deems necessary to secure the requestor's performance of the agreement to defend and indemnify.

- E. Names and other unique personal identifiers must be redacted when preparing Summary data.

ARTICLE IX

How does the City handle juvenile records?

The following applies to *Private* (not Confidential) Data about Individuals under the age of 18.

- A. **Parental Access.** In addition to individuals identified previously who may have access to Private data, a parent may have access to private information about a juvenile data subject. "Parent" means the parent or guardian of a juvenile data subject, or individual acting as a parent or guardian in the absence of a parent or guardian. The parent is presumed to have this right unless the Responsible Authority or Designee has been given evidence that there is a state law, court order, or other legally binding document to prohibit this right.

- B. **Notice to Juvenile.** Before requesting Private data from a juvenile, the city must notify the juvenile that they may request that the information be withheld from parent(s) or legal guardian. This notice should be in the form attached as Exhibit E.

- C. **Denial of Parental Access.** The Responsible Authority or Designee may deny parental access to Private data when the juvenile requests denial and the Responsible Authority or Designee determines that withholding the data would be in the best interest of the juvenile. The request from the juvenile must be in writing and state the reasons for the request. In determining the best interest of the juvenile, the Responsible Authority or Designee will consider:
 1. Whether the juvenile is of sufficient age and maturity to explain the reasons and understands the consequences;
 2. Whether denying access may protect the juvenile from physical or emotional harm;
 3. Whether there is reasonable grounds to support the juvenile's reasons; and
 4. Whether the data concerns medical, dental, or other health services provided under Minn. Stat. Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor.

The Responsible Authority or Designee may also deny parental access without a request from the

juvenile under Minn. Stat. Section 144.335.

ARTICLE X
Rights of Subjects of Data

Individuals who become Subjects of data have specific rights regarding the collection and dissemination of data. Those rights include the following:

- A. To be given a notice (Tennessee Warning) when the city collects Private or Confidential data about the individual from the individual data subject. This warning is not required when law enforcement officers are gathering information in the investigation of a crime. The notice must inform the individual of:
 - 1. The purpose and intended use of the data;
 - 2. Whether the individual may refuse or is legally required to supply the data;
 - 3. Any consequences to the individual of supplying or refusing to supply the data;
 - 4. The identity of other persons or entities authorized by law to receive the data.
- B. To know whether the city maintains any data about the subject and how the data is classified.
- C. To inspect, at no charge, all Public and Private data about the individual data subject. See Article XII.
- D. To have the content and meaning of Public and Private data explained to the individual data subject.
- E. To provide copies of Public and Private data about the individual data subject at an actual and reasonable cost. See Article XII.
- F. To not disclose private or Confidential data about the individual data subject to the public except as authorized by law. See Article IV.
- G. To consent to the release of Private data about the data subject to anyone. See Article IV.
- H. To contest the accuracy and completeness of Public or Private data about the individual data subject. See Article XI.
- I. To be informed of these rights and how to exercise them.

ARTICLE XI

How do I contest the accuracy or completeness of data that the city maintains about me?

The city is required to maintain accurate and complete records. An individual data subject has the right to contest the accuracy or completeness of Public or Private data that the city maintains.

To do so, the individual must notify the Designee in writing, identify the data that the individual is challenging, describe why or how the data are inaccurate or incomplete, and describe what is required to make the data accurate or complete. The individual's statement of disagreement must be attached to the challenged data and must accompany the challenged data whenever it is released.

Within 30 days, the Designee must review the notice and the challenged data and determine whether the data is accurate or complete. The Designee may agree with all, part or none of the individual's data challenges. The Designee must notify the individual of the decision regarding the challenge.

If the Designee agrees with the challenge, the city must correct the data found to be inaccurate or incomplete and attempt to notify anyone who has received the data in the past, including anyone the individual identifies.

If the Designee disagrees with the challenge, s/he must notify the individual. The individual has the right to appeal the decision to the Minnesota Commissioner of Administration, (50 Sherburne Avenue, St. Paul, MN 55155, or by phone at 651/296-6733). The Commissioner determines whether the data is accurate and complete, or whether challenged data must be completed, corrected or destroyed by the city. A copy of the Commissioner's order will be attached to the challenged data and statement of disagreement.

ARTICLE XII

Fee Structure

Public and Private data may be accessed and viewed for no charge. Additionally, no fee may be assessed for separating Public from not public data.

Copies and electronic transmittals of data will be assessed a fee commensurate with the actual costs of searching for and retrieving the data and making, certifying, compiling and mailing the records. The calculation of the city's actual costs includes employee time. However, no fee is assessed for searching for and retrieving data when the copies are requested by the data subject. See Exhibit G.

Copies of Public data that has commercial value and that was developed with a significant expenditure of public funds by the city may be assessed an additional fee along with that listed in Article XII, as may be determined and appropriately justified by the Designee.

Copies of data provided to agencies of government (other than City of Brooklyn Park) may be charged the same as individuals.

All reasonable costs in preparing Summary data shall be paid by the requestor, in advance or upon receipt of the data. A breakdown of these costs will be provided by the Designee.

Fee schedules related to data requests and copies will be prepared by the Designee and given to the Brooklyn Park City Council for adoption into the city's fee plan.

Waiver of fees is the sole authority of the Brooklyn Park City Council. Persons wishing a fee waiver must seek prior City Council approval.

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.

ARTICLE XIII Data Protection

Accuracy and Currency of Data.

- A. All employees will be requested to provide updated personal information to the appropriate supervisor, City Clerk, Director of Finance, or Human Resources Division which is necessary for tax, insurance, emergency notification, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.
- B. Department heads should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.
- C. All records must be disposed of according to the City's records retention schedule.

Data Safeguards.

- A. Private and confidential information will be stored in files or databases not readily accessible to individuals without authorized access and secured when the offices are closed.
- B. Private and Confidential data must be kept in city offices, except when necessary for city business.
- C. Only employees whose job responsibilities require access will be allowed access to files and records that contain Private or Confidential information. They will be instructed to:
 - 1. Not discuss, disclose or release Private or Confidential data,
 - 2. Not leave Private or Confidential data where non-authorized individuals may see it,

and

3. Shred Private or Confidential data before discarding.

D. When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act. The City may include the language contained in Exhibit A in a written contract.

Procedures in the Event of Unauthorized Access.

This Policy establishes that only those personnel who need to access non Public Data do so.

- A. In the event of a breach of that requirement, the City is required to notify any individual or entity whose non Public Data was wrongfully accessed, to conduct an investigation into the matter, and to prepare a report.
- B. Notification must occur in the most expedient time frame possible and must inform the individual or individuals how they can obtain a copy of the report.
- C. If the breach involves unauthorized access by an employee, contractor, or agent of the government entity, the report must include at least (i) the description of the type of data accessed (ii) the number of individuals affected; (iii) final disposition of disciplinary action against any employee determined to be responsible for the breach. See Minn. Stat. § 13.055

ARTICLE XIV
Who do I contact at the city?

The following City of Brooklyn Park departments may be reached by writing to the department at 5200 - 85th Avenue North, Brooklyn Park, MN, 54443 or by phoning the appropriate department:

City Manager Jay Stroebel	(763) 493-8002
City Clerk, Devin Montero	(763) 493-8180
Human Resources Division, Beth Toal	(763) 493-8012
Operations and Maintenance, Dan Ruiz	(763) 493-8047
Recreation and Parks, Jody Yungers	(763) 493-8367
Fire Department, Chief Ken Prillaman	(763) 493-8026
Police Department, Lorelei Meyer	(763) 493-8205
Community Development Department, Kim Berggren	(763) 493-8050
Finance Department, LaTonia Green	(763) 493-8150

ARTICLE XV
Who do I contact if I have problems gaining access to data?

If you have questions, concerns or problems obtaining access to data, or have other data practices problems, contact the city’s Data Practices Compliance Official, Devin Montero, at (763) 493-8180.

EXHIBIT A

Sample: provision in new contracts

Data practices compliance. Contractor shall have access to data collected or maintained by the City as necessary to perform Contractor's obligations under this contract. Contractor agrees to maintain all data obtained from the City consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. §§ 13.02 et seq. (the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against City as a result of Contractor's failure to comply with the requirements of the Act or this contract. Upon termination of this contract, Contractor agrees to return data to the City, as requested by the City.

EXHIBIT B

**CITY OF BROOKLYN PARK
INFORMED CONSENT TO RELEASE PRIVATE DATA**

I, _____
(name of individual authorizing release)

authorize the (City of Brooklyn Park) (Economic Development Authority in and for the City of Brooklyn Park) (Brooklyn Park Police Department) to disclose to:

the following information: _____
(description of information)

for the following purpose: _____

I understand that my records are protected under state and/or federal privacy laws and cannot be disclosed without my written consent unless otherwise provided for by state or federal law. I also understand that I may revoke this consent at any time and that in any event this consent expires automatically on _____, 20____.

Executed this ____ day of _____, 20____.

(signature of individual authorizing release)

I witnessed _____ sign the above release; and s/he did so of his/her own free will.

(signature of witness)

Address: _____

EXHIBIT C

**CITY OF BROOKLYN PARK
 INFORMATION DISCLOSURE REQUEST
 Minnesota Government Data Practices Act**

A. COMPLETED BY REQUESTER – (optional, for the sole purpose of facilitating access to the data)

REQUESTER NAME (Last, First, M.):	DATE OF REQUEST:
	REQUEST TYPE: <input type="checkbox"/> IN-PERSON <input type="checkbox"/> MAIL
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:
DESCRIPTION OF THE INFORMATION REQUESTED:	

NOTE: You may be required to pay the actual cost of making, certifying and/or compiling the copies of information requested.
 Private Data on Individuals: After you have been shown the data and informed of its meaning, the data need not be disclosed to you for six months thereafter unless a dispute or action is pending or additional data on you has been collected.

B. COMPLETED BY DEPARTMENT

DEPARTMENT NAME:	REQUEST HANDLED BY:
METHOD OF RESPONSE: <input type="checkbox"/> IN-PERSON <input type="checkbox"/> MAIL <input type="checkbox"/> FAX	INFORMATION CLASSIFIED AS: <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> NON-PUBLIC <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> PROTECTED NON-PUBLIC
ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED IN PART (Explain below) <input type="checkbox"/> DENIED (Explain Below)	
IDENTITY VERIFIED FOR PRIVATE INFORMATION: <input type="checkbox"/> IDENTIFICATION <input type="checkbox"/> COMPARE SIGNATURE ON FILE <input type="checkbox"/> PERSONAL KNOWLEDGE <input type="checkbox"/> OTHER	

C. COMPLETE WHEN FEES ARE ASSESSED

PHOTOCOPYING CHARGES: <input type="checkbox"/> NONE <input type="checkbox"/> _____ x .25¢ = _____ (# of Pages)	FEES: (Complete Cost Calculation)	
TOTAL AMOUNT DUE: \$ (Make check/money order payable to City of Brooklyn Park)	RECEIVED BY:	DATE:
AUTHORIZED SIGNATURE:		

EXHIBIT D

GOVERNMENT DATA ACCESS AND NON-DISCLOSURE AGREEMENT

NOTE: Review the following with your attorney

1. City of Brooklyn Park hereby authorizes _____, the Requestor, access to the following described government data:

2. Access to the above specified government data (or data subjects) shall be for the purpose of:

3. COST. The Requestor agrees to bear the costs associated with the preparation of the data which has been determined (estimated) to be \$_____ pursuant to Attachment A.

4. ACCESS TO DATA SUBJECTS. (Optional) If access to data subjects is required for the purposes outlined in paragraph 2 above the data subject will be pre-screened by the City for the data subject's willingness to be contacted by the Requestor. This will be accomplished by a form letter mailed to the data subject by the City, at the Requestor's expense, explaining the study and its purposes. A consent form will be attached to the form letter to be signed by the data subject authorizing individual access and returned to the City. The consent form shall explain the purpose of the study; any consequences to the data subject and explain that the data subject may withdraw consent at any time. The Requestor shall offer to answer any inquiries by the data subjects and indicate where those inquiries may be directed. No disclaimer of responsibility by the Requestor may be used and the privacy rights of data subjects may not be waived.

5. SECURITY. The Requestor shall protect the privacy interests of individual data subjects and hereby agrees that all data classified by state or federal law as not public which is obtained from City records or through contacts with data subjects and incorporated into reports, summaries, compilations, articles, or any document or series of documents capable of publication shall have all unique personal identifiers removed which could be used to identify any individual(s) afforded confidentiality.

Data contained in files, records, microfilm, computer discs or tapes, or other storage media maintained by the City are the property of the City and are not to leave the custody of the City.

The Requestor agrees not to make reproductions of any data in the files or remove any such data from the research site that can in any way identify an individual in the exercise of this Agreement.

The Requestor, or its employees and its agents involved in this project agree that no data obtained during the project that is irrelevant to the purpose of this project will ever be disclosed or communicated to anyone by any means.

The Requestor warrants that the following named individual(s) shall be the only one(s) who shall participate in the collection of the aforementioned data during the course of the project: (Enter the names of individuals accessing/collecting data.)_____.

6. NON-DISCLOSURE. The Requestor is liable for any unlawful use or disclosure of government data collected, used and maintained in the exercise of this Agreement and classified as not public pursuant to Minnesota Statutes,

Chapter 13 or any other state or federal law, and the Requestor understands that he/she may be subject to the civil or criminal penalty provisions of Minnesota Statutes, sections 13.08 and 13.09.

The Requestor agrees to defend, indemnify and hold the City, its officers and employees harmless from any liability, claims, damages, costs, judgments or expenses, including reasonable attorneys' fees, resulting directly or indirectly from an act or omission (including without limitation professional errors or omissions) of the Requestor, its agents, employees or assignees resulting from Requestor's activities under this Agreement and against all loss by reason of the failure of said Requestor to fully perform in any respect all obligations under this Agreement.

7. **INSURANCE.** (Contact your attorney for the application of this section.) In order to protect himself/herself as well as the City under the indemnity provisions hereinabove set forth, the Requestor agrees at all times during the term of this Agreement to have and keep in force a single limit or combined limit or excess umbrella professional liability insurance policy covering the activities of the Requestor while performing under this Agreement in the following amounts: \$1,000,000 per claimant for personal injuries and/or damages and \$1,000,000 for total personal injuries and/or damages arising from one occurrence. Such policy shall, by specific endorsement, acknowledge the agreement between the Requestor and the City.

8. **PROJECT ACCESS PERIOD.** The project data or data subject access period shall be from _____ to _____ and in any event access authorization will be terminated on _____.

9. **SURVEY RESULTS.** A copy of the reports, summaries, compilations, articles, publications or any document or series of documents capable of publication shall be made available to the City in its entirety.

Signed: _____ Date _____
(Signature, Title, Organization and Address of Requestor)

Signed: _____ Date _____
(Signature, Title and Address of City Representative)

EXHIBIT E

NOTICE TO PERSONS UNDER AGE 18

Some of the information you are asked to provide is classified as private under State law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- Whether you are of sufficient age and maturity from physical or emotional harm,
- Whether denying access may protect you from physical or emotional harm,
- Whether there is reasonable grounds to support your reasons, and
- Whether the data concerns medical, dental, or other health service provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO: _____ DATE: _____

BY: _____
(name) (title)

REQUEST TO WITHHOLD INFORMATION

I request the following information: _____

Be withheld from: _____

For the reasons: _____

Date: _____ Print Name: _____ Signature: _____

EXHIBIT F

**DATA PRACTICES ADVISORY
(Tennessee Warning)**

Some or all of the information that you are asked to provide on the attached form is classified by State law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of the information
is: _____

| You **are** legally required to provide this information.

| You **are not** legally required to provide this information.

If you refuse to supply the information, the following may happen:

Other persons or entities authorized by law to receive this information are:

EXHIBIT G**COST CALCULATION FORM CHARGES***CITY SERVICES AND SUPPLIES**(as of July 2017)*

<i>Services and Supplies</i>	<i>Fee</i>
Accident report	\$.25 per page
Aerial maps	\$2
Audited financial reports	\$15
Booking fees for outside agencies includes first day of cell	\$100
Breathalyzer test to other departments	\$25
Canned printout	\$20 plus \$.25 per first 100 pages
Certified photocopies	\$1
City Charter	\$.25 per page
City Code of 1972	\$70
City maps, large	\$4
City maps, small	\$2
Color booking photos	\$5
Comprehensive plan	\$10
Comprehensive plan map	\$4
Copies of the reports	\$10
EDC Brochure	\$.50
Environmental assessment	—
Fingerprinting	\$10
Holding cell, each additional day or fraction	\$20
Notary services	\$5
Ozalid printing	\$1.50
Photocopies	\$.25 per page
Photographs	\$10 per request plus actual cost
Police reports	\$.25 per page
Returned check charge (for whatever reason)	\$30
Special assessment search	\$12 plus actual reprint costs
Topo maps	\$25/acre
Utility maps	\$3
Video tapes	\$25
Wage assignment recording	\$5

<i>Services and Supplies</i>	<i>Fee</i>
Waste dumping charge	\$1.25 per 1,000 gallons
Zoning maps, large	\$10
Zoning maps, small	\$5
Zoning Ordinance	\$10
<p>Database requests: Set up charge - covers cost of staff time for initial conference, layout, approvals and phone contracts, plus, per record charge - covers cost of computer time, output, operator time, and other output costs necessary to generate the report plus, development charge - covers costs to create report program, execute search, and/or manual search time by staff to assemble report. Costs include salaries, benefits, supervision and overhead</p> <p>Note: Fees not to exceed labor costs (wages/salary plus benefits) of the lowest-paid employee who could complete the task.</p>	<p>\$50 \$.05 first 100 parcels</p>