

City of  
*Hewitt*

*County of Todd*

*State of Minnesota*

*Mayor Juanita Mitchell*  
*Council Members:*  
*James Opelia*  
*Johannes Marsland*  
*Don FitzGerald*  
*Alice Schweningen*

*Clerk/Treasurer: Miriam A. Collom-Winters*  
*Lead Maintenance Operator: Aaron Fore*  
*Maintenance Operator:*  
*Adam Templin*

*Guide For Members of the Public*  
*Requesting Information*

*October 2008*

*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. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

The Data Practices Act also provides that the City of Hewitt must keep all government data in a way that makes it easy for you, as a member of the public, to access 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 and the time it may take to research and prepare the data request. 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 Hewitt keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document on page 3 of this document. You may make your written request for data by mail, delivery, fax or e-mail, using the Data Request Form on page 4 of this document.

The City of Hewitt cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request, we may need some information about you. (For example, we may need your address if you are requesting that data be mailed to you.) If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request or any part of your request, and you do not give us any identifying or contact information, we will not be able to begin processing your request.

### *How We Respond to a Data Request*

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

- x If we do not have the data, we will notify you in writing as soon as reasonably possible.
- x If we have that data but the requested data is not public information, we will notify you in writing as soon as reasonably possible and state which specific law is applicable to the type of data.
- x If we have the data and the data is public information, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
  - o arrange a date time and place for inspection of the data, free of charge; or
  - o provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail, e-mail or fax them to you. If you want us to send you to copies, you must provide us with enough identifying information so that we may promptly complete the processing of your request. We will also arrange for you to pre-pay for the copies. Charges for data request must be pre-paid, before any copies of data are released.

If you do not understand some of the data, please let us know. We will give you an explanation if you request an explanation.

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 a specific form, format or arrangement if we do not keep the requested data in that form, format or arrangement.

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

### *Requests for Summary Data*

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. The City of Hewitt will prepare summary data if you make your request in writing and pre-pay for the cost of creating and preparing the data. Upon receiving your written request, we will respond within ten (10) business days with the data or details of when the data will be ready and the amount we will charge for processing and completing the request for summary data.

## Data Practices Contacts

### City of Hewitt, Minnesota

#### *Responsible Authority/Compliance Official*

Miriam A. Collom-Winters, City Clerk/Treasurer  
509 East Third Avenue  
P.O. Box 91  
Hewitt, MN 56453  
Phone: (218) 924-4366  
Cell Phone: (218) 639-8551  
Fax: (218) 924-4343  
e-mail: [cityofhewitt@arvig.net](mailto:cityofhewitt@arvig.net)

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