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**I. PURPOSE**

This policy establishes the policies and procedures Athlos Academy of St. Cloud will follow when responding to public requests for government data.

**II. DEFINITIONS**

- A. **Public Data:** Government data that is not deemed private or confidential by state or federal law.  
Government data includes all recorded information a government entity has including paper, email, flash drives, CDs, DVDs, photographs, etc., but does not include records that do not already exist.
- B. **Summary Data:** Statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals.

**III. POLICY**

- A. **Requesting Data:**
  - 1. Any member of the public may request to inspect or receive a copy of public data.
  - 2. A request for public data shall:
    - a. Be made in writing (via mail, email, or fax) using the contact information found in section IV of this policy;
    - b. State that the individual is requesting public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13);
    - c. State whether the individual wishes to inspect, have copies of the data, or both;
    - d. Include a clear description of the data to be inspected and/or copied.
  - 3. Athlos Academy of St. Cloud cannot require a requester of data to identify him/herself or to explain the reason for the data request, however, refusal of a requester to identify him/herself may result in delays in the response to the data request.
- B. **Responding to Requests for Data:**
  - 1. If it is not clear what data is being requested, Athlos Academy of St. Cloud will make all reasonable efforts to clarify what is being requested.
  - 2. If the data exists, but is not public, Athlos Academy of St. Cloud shall respond as soon as reasonably possible and state which specific law declares the data private or confidential.

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3. If the data exists and is determined to be public, Athlos Academy of St. Cloud shall respond appropriately and promptly, within a reasonable amount of time by doing one of the following:
    - a. Arrange a date, time, and place to inspect data, for free, if the request is to look at the data; or
    - b. Provide the requester with copies of the data as soon as reasonably possible.
      - i. Physical copies may be picked up, mailed, or faxed.
      - ii. Electronic copies may be provided by email or on digital media such as CD-ROM or flash drive.
  4. If the requested data does not exist as requested, Athlos Academy of St. Cloud shall respond and indicate that the data either does not exist or does not exist in the requested format.
    - a. Athlos Academy of St. Cloud may offer to create the requested data for a fee to be paid by the requester.
  5. If the request was for summary data, Athlos Academy of St. Cloud shall respond with the cost and amount of time necessary to create the data, at which point the requester will be asked to confirm their request for the data.
  6. All requests for data shall be responded to within ten business days.
- C. Copying Costs:
1. Athlos Academy of St. Cloud charges for copies of government data as authorized by Minn. Stat. 13.03(c).
  2. Records requests that result in the generation of 100 or fewer pages of black and white, letter or legal size paper copies shall cost \$0.25 per one-sided page or \$0.50 per two-sided page.
  3. Other types of copies shall be charged an actual cost incurred for searching for and retrieving the data and making the copies or electronically transmitting the data.
    - a. In determining the actual cost of making copies, Athlos Academy of St. Cloud factors in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any).
      - i. The minimum hourly employee cost for copies is \$13.25 per hour.
    - b. If a request is for copies of data that Athlos Academy of St. Cloud cannot reproduce using on-site technology, such as photographs, the charge will include the actual cost paid to an outside vendor for the copies.
    - c. If, because of the subject matter of a request, it is necessary for a higher-paid employee to search for and retrieve the data, Athlos Academy of St. Cloud will calculate the search and retrieval portion of the copy charge at the higher wage.

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4. Athlos Academy of St. Cloud does not charge for records requests that result in copy costs of \$25.00 or less.
  - b. Athlos Academy of St. Cloud may charge an entity that breaks requests for records into multiple smaller requests in order to avoid meeting this threshold at the discretion of the Lead School Administrator.

### IV. DATA PRACTICES CONTACTS

#### Responsible Authority

Heather Ebnet

3701 33rd Street South, St. Cloud, MN 56301

320-281-4430

[hebnet@athlosstcloud.org](mailto:hebnet@athlosstcloud.org)

#### Data Practices Compliance Official

Pat King

320-281-4430

[pkings@athlosstcloud.org](mailto:pkings@athlosstcloud.org)

#### Data Practices Designee(s)

Pat King

320-281-4430

[pkings@athlosstcloud.org](mailto:pkings@athlosstcloud.org)

#### Legal References:

[Minn Stat 13.025](#) (*Government Entity Obligation*)

[Minn Stat 13.03](#) (*Access to Government Data*)