

Volume

1

DOUGLAS COUNTY

Guidelines & Procedures for MN Data Practices Act – Version 8

MN Data Practices

DOUGLAS COUNTY POLICY AND PROCEDURAL COMMUNICATIONS

MN Data Practices

THIS POLICY WAS APPROVED BY DOUGLAS COUNTY BOARD ON OCTOBER 4, 2005.

THIS POLICY REPLACES ALL PREVIOUS VERSIONS.

© Douglas County
305 8th Street • Suite 246
Phone 320.762.3858 • Fax 320-762-3289

Table of Contents

TRAINING, UNDERSTANDING, & RECEIPT OF GUIDELINES AND PROCEDURES FOR MN DATA PRACTICES POLICY	1
I. INTRODUCTION	2
MN DATA PRACTICES ACT	2
ENFORCEMENT OF THE DATA PRACTICES ACT	3
GENERAL DATA PRACTICES REQUIREMENTS	3
COLLECTING AND STORING DATA ON INDIVIDUALS	4
STORAGE OF PUBLIC DATA	4
SECURITY OF NOT PUBLIC DATA	4
SHARING DATA	5
II. CLASSIFICATION OF GOVERNMENT DATA	6
GENERAL CATEGORIES OF DATA:	6
A. DATA ON INDIVIDUALS:	6
1. PUBLIC:	6
2. PRIVATE:	6
3. CONFIDENTIAL:	7
B. DATA NOT ON INDIVIDUALS	7
1. PUBLIC:	7
2. NONPUBLIC:	8
3. PROTECTED NONPUBLIC:	8
C. SUMMARY DATA	8
D. DATA ON DECEDENTS	8
1. PRIVATE:	8
2. CONFIDENTIAL:	9
III. SPECIFIC CLASSIFICATIONS OF DATA ..10	
A. GOVERNMENT DATA CLASSIFIED AS PRIVATE:	10
B. GOVERNMENT DATA CLASSIFIED AS CONFIDENTIAL:	11
C. GOVERNMENT DATA CLASSIFIED AS NONPUBLIC:	11
D. GOVERNMENT DATA CLASSIFIED AS PROTECTED NONPUBLIC:	12
IV. REQUEST FOR GOVERNMENT DATA 13	
A. REQUEST FOR DATA - GENERAL	13
B. REQUESTS FOR DATA BY OTHER GOVERNMENT AGENCIES	14
Response to a Data Request Letter	17
Denial of Access to Data Form	18
V. FEES FOR COPIES & PREPARATION OF DATA:	19
FEE CALCULATION METHOD I - (PAPER COPIES)	19
FEE CALCULATION METHOD II	20
A. Costs that may be included as long as they are reasonable:	20
B. Costs that MAY NOT be included:	21
FEES FOR REMOTE ACCESS OF DATA IN ELECTRONIC FORM	22
FEES FOR PUBLIC GOVERNMENT DATA THAT HAS COMMERCIAL VALUE	22
COPY COST CALCULATION FORM	24
VII. RIGHTS OF DATA SUBJECT	25
A. TENNESSEN WARNING:	25
Rights of subject of data	25
B. NOTIFICATION TO MINORS:	26
C. INFORMED CONSENT:	26
D. REQUESTS FOR DATA ON INDIVIDUALS BY THE DATA SUBJECT	27
E. DISPUTES OVER ACCURACY OR COMPLETENESS OF DATA:	28
F. APPEALING THE DECISION OF THE RESPONSIBLE AUTHORITY OR DESIGNEE:	28
VIII. DUTIES OF THE RESPONSIBLE AUTHORITY:	30
RESPONSIBLE AUTHORITY	31
DATA PRACTICES COMPLIANCE OFFICIAL FOR NON-ELECTED OFFICES - DOUGLAS COUNTY, MINNESOTA	31
RESPONSIBLE AUTHORITIES AND DESIGNEES	32
APPENDIX A	34
DEFINITIONS:	34
APPENDIX B	36
HELPFUL INTERNET LINKS	36
FORMS	36
GUIDELINES AND PROCEDURES FOR THE MINNESOTA GOVERNMENT DATA PRACTICES ACT	37
CORDINATOR/HUMAN RESOURCES DEPARTMENT TENNESSEN WARNING FOR EMPLOYMENT APPLICATIONS	54
NOTICE OF INTENT TO COLLECT PRIVATE DATA FROM EMPLOYEES (Tennessee Warning and Federal Privacy Act of 1974)	56
INFORMED CONSENT- CONSENT FOR THE RELEASE OF INFORMATION	59
AUTHORIZATION FOR THE RELEASE OF PRIVATE PERSONNEL DATA UNDER	61

THE MINNESOTA GOVERNMENT
DATA PRACTICES ACT61
MINOR PRIVACY RIGHTS FORM.....62
FEE SCHEDULES63
Auditor/Treasurer Fee Schedule67
Law Enforcement Fee Schedule69
Fee Schedule for Information Systems.....70
Fee Schedule of the Recorder71
Fee Schedule for Assessor’s Office72
Land & Resource Management Department -
2004 Fee Schedule73
Record of Annual Updates and Changes.....86

Training, Understanding, & Receipt of Guidelines and Procedures for MN Data Practices Policy

This form will be placed in your file for reference.

I have received, read, been trained on, and understand the Douglas County's Guidelines and Procedures for MN Data Practices Policy.

I understand that this is not an employment contract, but rather is a source of information about the County's guidelines, and my responsibilities as an employee in complying with the MN Data Practices Act as required by Chapter 13. I am aware that the County may change policies from time to time with or without notice, in writing, verbally, or in practice.

For my benefit complete copies of policies referred to in this manual are available to me upon request to the Human Resource Office or on the internal county website.

I also understand that this updated manual replaces all previously issued policies and notices.

Employee Name: (Please print) _____

Employee Signature: _____

Job Title: _____

Date Received: _____



I. Introduction

The Minnesota Government Data Practices Act ([M.S. Chapter 13](#)) regulates all government data collected, created, received, maintained, disseminated, or stored by a state agency, political subdivision, or statewide system regardless of its physical form, storage, media, or conditions of use. In addition, the [State Commissioner of Administration](#) has promulgated rules governing data practices which have the effect of law.

MN Data Practices Act

Briefly, the Act describes:

1. What information can be collected.
2. With whom the information can be shared.
3. The classification of specific data.
4. The duties of county personnel in administering the provisions of the Act.
5. Access and procedures for access to the information.
6. Procedures whereby information can be classified as not public.
7. Penalties for violation of the Act.
8. The charging of fees for copies of records.

These are guidelines, not a contract. They are implemented with the intention of assisting department personnel on handling of government data which is maintained by their departments. This manual is to be used in conjunction with the Minnesota Government Data Practices Act (as amended) and the Rules promulgated by the Commissioner of Administrations. (See Appendix B).

ENFORCEMENT OF THE DATA PRACTICES ACT

MN Rules - Chapter 13.09 Penalties.

Any person who willfully violates the provisions of this chapter (Chapter 13) or any rules adopted under this chapter is guilty of a misdemeanor. Willful violation of this chapter by any public employee constitutes just cause for suspension without pay or dismissal of the public employee.

NOTE:

The Act affords remedies to individuals who maintain that a governmental agency is violating or not properly administering the provisions of the Act. Agencies who violate the Act and cause damage to an individual can be sued. The individual may recover actual damages, costs and attorney fees. In cases of willful violations, the individual may recover up to \$10,000 in exemplary damages.

General Data Practices Requirements

- All data collected, created, received, maintained, or disseminated by Douglas County are public unless otherwise classified by statute.
- Before collecting private and confidential data on individuals, employees must inform them of their rights using a Tennessee warning.
- Employees must only release private, confidential, nonpublic, and protected nonpublic data under the conditions described in this document. If employees receive any of these types of data unsolicited or unnecessarily, you must destroy it or return it to the person or entity who submitted it.
- If employees violate the provisions of the Minnesota Government Data Practices Act those employees may be subject to disciplinary action and/or civil penalties.
- Employees must complete basic data practices training. Training will be provided by the employee's supervisor. Training will include specific information about the data maintained by the employee's department program.

- Employees must refer non-routine data practices questions to their supervisor, or department head or the Coordinator/Human Resources Department. Don't guess - get a second or third opinion if in doubt of the status of the data in question.
- The employee's department or program must maintain a list of the data they collect or maintain that is not available to the public. The list must include statutory references defining it as not available to the public. The document must also contain copies of the forms they use to collect this data.

Collecting and Storing Data on Individuals

Departments must limit the collection and storage of data on individuals and the use of these data to that necessary for the administration of Douglas County programs or as mandated by law. If departments collect private or confidential data from an individual, the data can only be used for the purposes stated to the individual at the time of collection. If departments receive confidential, private, nonpublic and/or protected nonpublic data unsolicited, contact the party who sent the data as soon as possible, describe the situation and agree whether to return the data or to shred it.

Storage of Public Data

Douglas County must keep public government data in a way that makes it easy for the public to access the data.

Security of Not Public Data

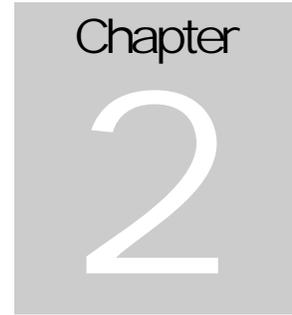
To comply with the [Minnesota Government Data Practices Act](#) and adequately protect Douglas County's data assets, employees must:

- Put private and confidential data away when leaving work space and close client files when being visited.
- Use screen savers that are protected by secure passwords.
- Back up, and keep secure, data files containing private or confidential data.
- Keep the data behind two locks, such as the locked entrance door and a locked file cabinet or password.
- Use applicable data classifications and statutes to determine if and how data can be released.
- Seek advice from your supervisor, manager, or Human Resources Department when in doubt about data classification or security.

- Dispose of records containing private and confidential data according to the records retention schedule.
- Establish a schedule if one does not exist.
- Make copies of private data only when necessary and shred copies when they are no longer needed. Please check with supervisor or administrative support staff regarding shredding procedures.

Sharing Data

Employees, agents, and all persons performing duties within Douglas County may, and are encouraged and expected to obtain advice and assistance from co-workers to the extent they believe is reasonably necessary to perform their job. Individuals within the entity whose work assignments, reasonably require access, may see private data.



II. CLASSIFICATION OF GOVERNMENT DATA

General Categories of Data:

- A. Data on Individuals
- B. Data not on Individuals
- C. Summary Data
- D. Data on Decedents

A Data on Individuals:

1. PUBLIC:

- a. Definition: All data on individuals is public unless classified as private or confidential.
- b. Access: All public data on individuals is accessible by the public regardless of their interest in that data. Public data is available to other government entities if needed for the administration and management of authorized programs.
- c. COUNTY POLICY: When in question, access to data will be requested by means of the Request for Data form. (see Appendix B).

2. PRIVATE:

- a. Definition: Private data on individuals is data which is not accessible to the public but is accessible to the individual subject of the data.

- b. Access: Private data on individuals is accessible to the subject of the data upon written request using the Request for Data form (see Appendix B or by individuals, entities, or persons authorized by the subject using an Informed Consent form)

* For additional information on accessibility see Minn. Statute 13.05 subd. 4 and Minn. Rules 1205.0400

NOTE:

A Tennessee Warning must be given when private information is collected from the subject of the data. A Tennessee Warning is not given when private data is collected from someone other than the subject of the data (see Section VII)

3. CONFIDENTIAL:

- a. Definition: Data on individuals is confidential if it is made by statute or federal law not accessible by the public and not accessible to the individual subject of the data.
- b. Access: Access to confidential data is available only to the following:
 - (1) Individuals within the entity whose work assignments reasonably require access; and
 - (2) Entities and agencies who are authorized by statute, including Minnesota Statutes, [Section 13.05](#) or federal law to gain access to that specific data.

B. DATA NOT ON INDIVIDUALS

1. PUBLIC:

- a. Definition: Public data not on individuals means data not on individuals which is accessible to the public.
- b. Access: Public data not on individuals is accessible to the public regardless of their interest in the data.
- c. COUNTY POLICY: Access to data will be requested by means of the Request for Data form. (see Appendix B).

2. NONPUBLIC:

- a. Definition: Nonpublic data not on individuals means data which is not public but is accessible to the subject of the data, if any.
- b. Access: Nonpublic data is accessible to the subject of that data, personnel within the entity whose work assignment requires access, or individuals, entities or person as otherwise provided by law through written request using the Request for Data form (see Appendix B)

3. PROTECTED NONPUBLIC:

- a. Definition: Protected nonpublic data not on individuals means data which is not public and not accessible to the subject of the data.
- b. Access: Protected nonpublic data is accessible only to the following:
 - (1) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
 - (2) Individuals, entities, or persons authorized by law.

C. SUMMARY DATA

- 1. Definition: Summary data means statistical records and reports derived from data on individuals but in which the individuals are not in any way identifiable.
- 2. Access: Unless classified by a Temporary Classification, summary data is public and may be requested by and made available to any individual or person. Summary data may be requested by a governmental entity if needed for the administration and management of authorized programs.

D. DATA ON DECEDENTS

1. PRIVATE:

- a. Definition: Private data on decedents means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as private data.

- b. Access: Private data on decedents is accessible to the representative of the decedent or a trustee appointed in a wrongful death action.

2. CONFIDENTIAL:

- a. Definition: Confidential data on decedents means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as confidential data.
- b. Access: A trustee appointed in a wrongful death action has access to appropriate confidential data on decedents concerning the data subject.

*For further information regarding data on decedents see [Minn. Statutes 13.10](#)

III. SPECIFIC CLASSIFICATIONS OF DATA

The following is a list of major types of data which the Minnesota Statutes Government Data Practices Act itself classifies. This list does not include data classified as public. Remember that this list is not exhaustive because other state statutes and federal laws may classify data as not public. Also, each section referred to below should be read carefully as there may be exceptions to the classification.

NOTE:

Click on hyperlinks below to view law MN State Law.

A. GOVERNMENT DATA CLASSIFIED AS PRIVATE:

[Absentee Ballots, 13.37](#)
[Assessor's Data, 13.51](#)
[Attorney General Data, 13.65](#)
[Benefit Data, 13.461](#)
[Corrections and Detention Data, 13.85](#)
[Court Services Data, 13.84](#)
[Criminal History Data, 13.87](#)
[Deferred Assessment Data, 13.52](#)
[Department of Public Safety Data, 13.69](#)
[Educational Data, 13.32](#)
[Elected Officials Correspondence, 13.601](#)
[Federal Contracts Data, 13.35](#)
[Firearms Data, 13.87](#)
[Health Data, 13.3805](#)
[Investigative Data, 13.39](#)

[Labor Relations Information, 13.37](#)
[Library Data, 13.40](#)
[Licensing Data, 13.41](#)
[Medical Examiner Data, 13.83](#)
[Medical Data, 13.384](#)
[Offensive Photographs, 13.82](#)
[Personnel Data \(some\), 13.43](#)
[Photographic Negatives, 13.69](#)
[Rideshare Data, 13.72](#)
[Sealed Bids, 13.37](#)
[Security Information, 13.37](#)
[Sexual Assault Data, 13.822](#)
[Social Recreational Data, 13.548](#)
[Surplus Life Insurance Data, 13.715](#)
[Trade Secret Information, 13.37](#)
[Welfare Data, 13.46](#)

B. GOVERNMENT DATA CLASSIFIED AS
CONFIDENTIAL:

[Active Criminal Investigative Data, 13.82](#)
[Appraisal Data, 13.44](#)
[Attorney General Data, 13.65](#)
[Civil Legal Action Data, 13.39](#)
[Corrections and Detention Data, 13.85](#)
[Court Services Data, 13.84](#)
[Department of Public Safety Data, 13.69](#)
[Domestic Abuse Data, 13.80](#)
[Foster Care Data, 13.467](#)
[Health Data, 13.3805](#)
[Housing Agency Data, 13.585](#)
[Investigative Detention Data, 13.86](#)
[Licensing Data, 13.41](#)
[Medical Examiner Data, 13.83](#)
[Property Complaint Data, 13.44](#)

C. GOVERNMENT DATA CLASSIFIED AS
NONPUBLIC:

[Absentee Ballots, 13.37](#)
[Assessor's Data, 13.51](#)
[Department of Transportation Construction Cost Estimates, 13.72](#)
[Department of Employee Relations Data, 13.67](#)
[Energy and Financial Data, 13.68](#)
[Examination Data, 13.34](#)

[Federal Contracts Data, 13.35](#)
[Housing Agency Data, 13.585](#)
[Income Property Assessment Data, 13.51](#)
[Labor Relations Information, 13.37](#)
[St. Paul Civic Center Authority Data, 13.55](#)
[Salary Benefit Survey Data, 13.435](#)
[Sealed Bids, 13.37](#)
[Security Information, 13.37](#)
[Trade Secret Information, 13.37](#)
[Worker's Compensation Self Insurance Data, 13.715](#)

D. GOVERNMENT DATA CLASSIFIED AS
PROTECTED NONPUBLIC:

[Civil Legal Action Data, 13.39](#)
[Energy Audit Data, 13.68](#)
[Housing Agency Data, 13.585](#)
[Labor Relations Information, 13.37](#)

IV. REQUEST FOR GOVERNMENT DATA

A. REQUEST FOR DATA - GENERAL

To make a request under the MGDPA for government data, the requestor shall complete the REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA Form (See Appendix B) and submit it to the Responsible Authority or the designee.

The REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA form provides a written record of the requestor identification information (does not need to person's name if requesting public data*) and the specific data requested, for the purpose of facilitating access to the data, as well as documenting the action taken by the Responsible Authority or the designee, and any financial transaction which occurs.

*If the requestor chooses not to give Douglas County any identifying information, Douglas County will provide the requestor with contact information so the requestor may check on the status of their request. In addition, if Douglas County does not understand the request and has no way to contact the requestor, Douglas County will not be able to begin processing the request.

Exceptions:

- If the public already has access to the data based on the data's classification AND is available via public terminals or other means AND the individual or entity only wants to view/inspect the data, then a REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA Form does not need to be completed.

- Other equivalent forms provided by Douglas County may be used in place of the REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA Form. Example: Forms from the HIPAA policy, License Bureau State forms, etc.

Please note that nothing in Chapter 13 requires government entities to format or create data to respond to a data request. Those such requests are beyond the purview of Chapter 13.

If a requestor is permitted, under the law, to inspect government data, it shall be at reasonable times and places (which are during normal working hours of the agency), and if requested, he/she shall be informed of the meaning of the data.

B. REQUESTS FOR DATA BY OTHER GOVERNMENT AGENCIES

1. A responsible authority shall allow another responsible authority access to data classified as private, confidential, nonpublic, or protected nonpublic only when the access is authorized or required by state statute or federal law.
2. Data shall have the same classification in the hands of the agency receiving it as it had in the agency providing it unless the classification is required to change to meet judicial or administration requirements.

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. Douglas County will prepare summary data if the requestor makes their request in writing and pre-pay for the cost of creating the data. Upon receiving the written request on the REQUEST FOR ACCESS TO GOVERNMENT DATA form Douglas County will respond within ten business days with the data or details of when the data will be ready and how much Douglas County will charge.

REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA

A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data. Individuals requesting data on themselves must provide identification. Individuals requesting non-public data on other person, must provide an informed consent sign by that other person.

Date _____

The specific information requested to be released is described as follows:

I would like the above requested data in this format (print clearly):	Will a fee be charged?
<input type="checkbox"/> I would like to only VIEW the above requested data. You may not remove the data from the office in which you are allowed to view it. (You will be contacted when your data is ready for viewing.)	No charge to view data.
<input type="checkbox"/> Paper copies - You may not take the documents to make copies yourself. (You will be contacted when your data is ready to be picked up.)	Fees apply. Fees must be pre-paid.
<input type="checkbox"/> Emailed to this email address:	Fees apply. Fees must be pre-paid.
<input type="checkbox"/> Facsimile - Fax Number: ()	Fees apply. Fees must be pre-paid.
<input type="checkbox"/> Other format:	Fees apply. Fees must be pre-paid.

_____ Phone Number _____

(Requestor's name)

_____ (street address) _____ (city) _____ (state) _____ (zip code)

TIME FRAME: The request will be honored within five working days from the date of request. If the request cannot be honored within that time, the responsible authority shall inform the requestor, and may have an additional five working days within which to comply with the request.

FEES must be pre-paid and will be based on entire request as follows:

- Method 1: Copies (100 or less - each side copied counts as 1, legal or letter) \$.25 each side (no other charge) (applies only to PUBLIC DATA only!) You may not take the documents to make copies yourself.
- Method 2: Copies (101+ or larger than legal size), email, fax, or other form of duplication - fees will be the actual costs of searching for and retrieving data, including the cost of employee time (lowest paid employee in the department holding the data/responding to the request - hourly rate plus benefits), and for making, certifying, compiling, and electronically transmitting copies of the data or the data themselves. We will not charge a minimum fee. Fee will be based on actual time. (**Applies to all PUBLIC DATA meeting the above qualifications and all PRIVATE DATA accessed by the individual subject of the data**)
- In compliance with Mn Statute 181.961 – One copy of a former employee’s personnel file will be provided without charge if the request is put in writing by the former employee. Current employees may request to view/copy their personnel file without charge every 6 months.

FOR OFFICE USE ONLY		Request received by: _____
The information requested is classified as and shall retain the classification of:		
<input type="checkbox"/> PUBLIC (data on individuals)	<input type="checkbox"/> PUBLIC (data NOT on individuals)	*Identification is REQUIRED for access to PRIVATE DATA
<input type="checkbox"/> PRIVATE (data on individuals) <i>*Request Identification! *Only accessible by subject of data or signed informed consent</i>	<input type="checkbox"/> NONPUBLIC (NOT on individuals) <i>*Public cannot have access to.</i>	
<input type="checkbox"/> CONFIDENTIAL (data on individuals) <i>*Public cannot have access to.</i>	<input type="checkbox"/> PROTECTED NONPUBLIC (NOT on individuals) <i>*Public cannot have access to.</i>	<input type="checkbox"/> Requestor's identify verified by DRIVER'S LICENSE NUMBER (for release of private or non-public information to a unknown requestor)
Request was: <input type="checkbox"/> Approved <input type="checkbox"/> in part <input type="checkbox"/> Denied (Complete & attach the "Denial of Access to Data Form")		<input type="checkbox"/> Other identification: _____
CHARGES: Cash : \$ _____ Check Number : _____		AMOUNT: _____
Authorized Signature: _____		
NOTE TO DEPARTMENT HEADS: If the request is for <u>other than public data</u> about another person, an informed consent authorization is required to be signed by the subject that the data is about.		

How to Respond to a Data Request

Upon receiving a request, Douglas County will work to process it.

- If Douglas County does not have the data, Douglas County will notify the requestor as soon as reasonably possible.
- If Douglas County has the data, but the data is not public, Douglas County will notify the requestor as soon as reasonably possible and state which specific law says the data is not public.
- If Douglas County has the data, and the data are public, Douglas County will respond to the request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if the request is to look at the data, or
 - provide the requestor with copies of the data as soon as reasonably possible. Douglas County also will arrange for the requestor to pre-pay for the copies. The requestor may choose to pick up the copies, or Douglas County will mail or fax them to the requestor. If the requestor wants Douglas County to send the requestor the copies, the requestor you will need to provide us with an address or fax number. Douglas County will provide electronic copies (such as email or CD-ROM) upon request if Douglas County keeps the data in electronic format.

Information about copy charges is in the next Chapter.

If the requestor does not understand some of the data (technical terminology, abbreviations, or acronyms), please let Douglas County know. Douglas County will give the requestor an explanation if the requestor asks.

The Government Data Practices Act does not require Douglas County to create or collect new data in response to a data request if Douglas County does not already have the data, or to provide data in a specific form or arrangement if Douglas County does not keep the data in that form or arrangement. (For example, if the data the requestor requests are on paper only, Douglas County is not required to create electronic documents to respond to a request.) If Douglas County agrees to create data in response to a request, Douglas County will work with the requestor on the details of the request, including cost and response time.

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

Response to a Data Request Letter



Douglas County
Heather Schlangen, Responsible Authority
305 8th Street
Alexandria, MN 56308
Phone: (320)-7623898

Date: ___/___/___

M _____,

This letter is to respond to your request for government data. Please refer to the checked section.

- Checkboxes for data availability, copy cost, non-existence, access denial, clarification needed, non-government data, and data creation.

BE CLEAR in your response (Advisory Opinion No. 02- 017). The response should be specific to the particular request and should respond to every element of the request (Advisory Opinion No. 00-014).

If you have any further questions, please write or call the Responsible Authority.



Denial of Access to Data Form

Douglas County
Responsible Authority
305 8th Street
Alexandria, MN 56308

M _____,

We are sorry to inform you that your request to access data has been denied based upon:

Statutory section: _____.

Temporary Classification: _____.

Provision of Federal Law: _____.

If you have additional questions or concerns, please contact Heather Schlangen at (320) – 762-3858.

Sincerely,

Heather Schlangen
Douglas County Coordinator

V. FEES FOR COPIES & PREPARATION OF DATA:

Amendments to section [13.03](#) in 2005 require entities to calculate any fee that is charged by using one of the two methods below. (Minnesota Session Laws 2005, Chapter 163, section 8, effective August 1, 2005.) Regardless of which method is used, the entity may not charge for separating public data from not public data.

Requestors of data must pay for copies before Douglas County will give the copies to the requestor.

NOTE:

Fees shall NOT be charged:

- 1) to those individuals who only want to view data.
- 2) for separating public from not public data.

See Douglas County Fee Schedule in Appendix B of this manual.

Fee Calculation Method I - (Paper Copies)

If 100 or fewer pages of black and white, letter or legal size paper copies are requested, Douglas County may charge a per-page fee of not more than 25 cents for each page copied (50 cents for a two-sided copy).

NOTE:

The entity is authorized to charge only the per-page fee and cannot require the requester to pay any of the costs listed in Fee Calculation Method II.

This provision should not be interpreted to permit division of a single request into requests for copies of fewer than 100 pages in order to avoid charging a fee based on the actual costs of providing copies.

Fee Calculation Method II

In all other circumstances, except when a charge is set by statute or rule, including requests to provide data via facsimile, email, video, etc., Douglas County may require the requester to pay the actual costs of searching for and retrieving the data, including the cost of employee time, and for making, certifying, compiling, and electronically transmitting copies of the data or the data themselves. Additional criteria for determining copy costs using Method II are set forth at Minnesota Rules, part 1205.0300, subpart 4. Douglas County may not charge a minimum fee.

Certain advisory opinions, issued pursuant to Minnesota Statutes, section 13.072, have established the following criteria for determining copy costs using Method II. (See the opinion index on [IPAD's website](#); specifically, the topical index category, Copy costs.)

A. Costs that may be included as long as they are reasonable:

- Staff time required to:
 - Search and retrieve data.
 - Sort and label documents, only if necessary to identify the data to be copied.
 - Remove staples or paper clips.
 - Take documents to copier for copying.
 - Copy documents.

NOTE:

The entity may not assess a fee for labor costs (wages/salary plus benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed. The requirement that data be kept in a manner that makes them easily accessible for convenient use may limit the entity in charging for staff time.

- Materials (paper, copier ink, staples, magnetic tapes, video or audio cassettes, etc.).

- ❑ Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data.

NOTE:

Computerized data must be kept in a manner that makes the data easily accessible for convenient use.

- ❑ Mailing costs.
- ❑ Vehicle costs directly involved in transporting data to the appropriate facility when necessary to provide copies (for example, when the entity is unable to provide copying services for photographs, oversized documents, videos, etc.).
- ❑ Electricity costs when the requester uses own scanner to make an unusually large number of copies.

B. Costs that MAY NOT be included:

- ❑ Purchase or rental of copier.
- ❑ Maintenance of copier.
- ❑ Normal operating expenses of computer/copier, including electricity used, and machine wear/tear.
- ❑ Depreciation of copier.
- ❑ Staff time required to:
 - Separate public from not public data.
 - Open a data request that was mailed.
 - Sort, label or review data, if not necessary to identify the data to be copied.
 - Return documents to storage.
 - Provide information about the data to the requester (i.e., explain content and meaning of data).
 - Prepare data for mailing.
 - Prepare cover letter, fax sheet or invoice for copies.
 - Credit payment and perform other associated accounting functions.

NOTE:

The entity may not assess a fee for labor costs (wages/salary plus benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed.

- ❑ Administrative costs that are not related to copying.
- ❑ Records storage.
- ❑ Sales tax.
- ❑ The entire cost of operating a multi-tasked computer for a measured unit of time, when fulfilling a request for copies was only one of the tasks performed during that unit of time.
- ❑ Costs incurred because data are not maintained in a manner that makes them easily accessible for convenient use.
- ❑ Search and retrieval costs when data are inspected but no copies are requested.

Fees for Remote Access of Data in Electronic Form

In the case of data stored in electronic form and made available in electronic form on a remote access basis to the public by the government entity, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. Nothing in [Minnesota Statute 13.03 section 3](#) prohibits a government entity from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A government entity may charge a fee for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

Fees for Public Government Data That Has Commercial Value

When a request under MGDPA involves any person's receipt of copies of public government data that has commercial value and is a substantial and discrete portion of or an entire:

- formula,
- pattern,
- compilation,
- program,
- device,

- method,
- technique,
- process,
- database,
- or system

Developed with a significant expenditure of public funds by the government entity, the responsible authority may charge a reasonable fee for the information in addition to the costs of making, certifying, and compiling the copies.

Any fee charged must be clearly demonstrated by the government entity to relate to the actual development costs of the information.

The responsible authority, upon the request of any person, shall provide sufficient documentation to explain and justify the fee being charged.

Fees for Copies of Data in a Computer Storage Medium

The responsible authority of Douglas County that maintains public government data in a computer storage medium shall provide to any person making a request under this section, a copy of any public data contained in that medium, in electronic form, if Douglas County can reasonably make the copy or have a copy made.

This does not require Douglas County to provide the data in an electronic format or program that is different from the format or program in which the data are maintained by Douglas County.

The entity may require the requesting person to pay the actual cost of providing the copy.

COPY COST CALCULATION FORM

A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

REQUEST DATE: _____ REQUESTOR NAME: _____

ADDRESS (if needed) _____
(street) (state) (zip)

DESCRIPTION OF INFORMATION REQUESTED:

The following calculations represent the ACTUAL COST of providing copies.

The following calculations represent the ESTIMATED COST of providing copies.

	ESTIMATED COST	ACTUAL COST	TOTAL COST
A Labor for copies or transmittal	_____ x _____ # hours hrly rate	_____	_____
B. Labor for retrieval of data	_____ x _____ # hours hrly rate	_____	_____
B. Photocopy Fees	_____ x _____ # pages *rate/page	_____	_____
C. Mailing	_____	_____	_____
D. Publication printing cost	_____	_____	_____
E. Other costs (to include computer time, programming time, terminal access, microfilming systems, and any other costs not listed above).			
1. _____		_____	_____
2. _____		_____	_____

TOTAL CHARGES \$ _____

NOTE: Payment may be requested in advance of preparation.

NOTE: Name and address are optional when requesting information classified as PUBLIC.

* On August 1, 2005, the method for calculating fees for providing certain kinds of copies of government data will change. Pursuant to Minnesota Session Laws 2005, Chapter 163, section 8, when 100 or fewer pages of black and white, letter or legal size paper copes are requested, a government entity cannot assess a copy fee that is based on the actual cost of making the copies. Instead, the entity may charge a per-page fee that is no more than 25 cents per one sided page or 50 cents per two-sided black and white copy.

VII. RIGHTS OF DATA SUBJECT

A. TENNESSEN WARNING:

Douglas County must issue a Tennessee warning to individuals before asking them to provide private or confidential data about themselves. This includes recording a complaint. To avoid repeating the warning each time additional information is requested, the initial Tennessee warning must include a reference to future data requests.

Rights of subject of data

1. The Tennessee Warning consists of the following information that must be communicated to the individual from whom private or confidential data concerning the individual is collected. (See Appendix B).
 - a. The purpose and intended use of the data
 - b. Whether the individual may refuse or is legally required to supply the requested data.
 - c. Any known consequences arising from an individual supplying data
 - d. Any known consequences arising from an individual refusing to supply data.
 - e. The identity of other individuals, entities, or persons authorized by state or federal law to receive the data.

NOTE:

In accordance with the [Federal Privacy Act of 1984](#), "any Federal, State, or local agency which requests an individual to disclose his/her social security account number shall inform that individual

whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited and what uses will be made of it."

2. A Tennesen Warning is NOT required when private and confidential data is collected from an individual who is not the subject of the data.
3. Tennesen Warnings may be either oral or written.
 - a. Oral: This is not the preferred method of communication, however, it may be necessary under some circumstances. If an oral communication is necessary, the specific language must be in written form, signed, dated, and filed and contained in the department data practices procedures. If it is not possible to provide a written warning, please read from a written text to ensure that all essential items are covered.
 - b. Written: Written Tennesen warnings require the signature of the data subject. (See Appendix B for sample Tennesen Warning) Make a copy for the individual to keep, and file the original.

B. NOTIFICATION TO MINORS:

Unless otherwise provided by law, the designees shall provide minors from whom private or confidential data is collected with a notification that the minor individual has the right to request that parental access to the private data concerning the minor be denied. The designee may require the minor data subject to submit a written request that the data be withheld. The written request from the minor shall set forth the reasons for denying parental access and shall be signed by the minor. Upon receipt of the written request, the responsible authority or the designee shall determine if honoring the request to deny parental access is in the best interest of the minor. The Rules, [Minn. R. 1205.0500](#) contain the procedures for the release of data on minors (see Appendix B)

C. INFORMED CONSENT:

1. Private data on an individual may be disseminated upon written permission from the subject of the data. (See Appendix B for sample form.)

2. The Informed Consent statement must be:
 - a. In plain language.
 - b. Dated.
 - c. Specific in designating the particular persons or agencies the data subject is authorizing to disclose information about him/her.
 - d. Specific as to the nature of the information he is authorizing to be disclosed.
 - e. Specific in designating to whom the information is to be disclosed.
 - f. Specific as to the purpose for which the information may be used.
 - g. Specific as to the expiration date.

D. REQUESTS FOR DATA ON INDIVIDUALS BY THE DATA SUBJECT

1. Upon written request using an informed consent form or **REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA**, and when access or copies are authorized (see proof of identification below) the designee shall provide copies of the private or public data on an individual to the subject of the data or to his/her authorized representative with the data subject's written approval (See attached Informed Consent form Appendix B). If the data subject is a minor see Minn. Rules 1205.0500.
1. The designee may require where an individual who seeks to gain access to private data asserts that he or she is the subject of the data or the authorized representatives of the data subject, that the individual making the assertion is in fact the subject of the data or the authorized representative of the data subject by requiring the person to provide reasonable identification. See standards for verifying identity on page: ____
2. The designee shall comply immediately, if possible, or within five (5) working days of the date of request if immediate compliance is not possible. If the request cannot be honored in that time period, the responsible authority shall inform the

requestor and may have an additional five days within which to comply with the request. ([Minn. Statute 13.04](#)).

Copy Charges for Subject of Data: Douglas County charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3. We use the Actual Cost of Making the Copies (Fee Calculation Method II) to determine fees.

Requestors must pay for the copies before Douglas County will give them to the requestor.

3. After we have provided a requestor access to data about the subject of the data, we do not have to show the requestor the data again for 6 months unless there is a dispute or we collect or create new data about the data subject.

E. DISPUTES OVER ACCURACY OR COMPLETENESS OF DATA:

To exercise this right, an individual shall notify in writing the Responsible Authority describing the nature of the disagreement. The responsible authority shall within 30 days either:

1. Correct the data found to be inaccurate or incomplete and attempt to notify past recipients of the data, including recipients named by the individual; or
2. Notify the individual that he believes the data to be correct.

Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

F. APPEALING THE DECISION OF THE RESPONSIBLE AUTHORITY OR DESIGNEE:

An individual who wishes to appeal a decision of the designee must submit a written appeal to the responsible authority for the records in question. The procedures for this appeal are contained in the Minnesota Rules Governing Data Practices; [Minn. R. 1205.1600](#) and [Minn. Statute 13.04](#).

Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID

 - A minor individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID

 - The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - ❖ a court order relating to divorce, separation, custody, foster care
 - ❖ a foster care contract
 - ❖ an affidavit of parentage

 - The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney
-

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.

VIII. DUTIES OF THE RESPONSIBLE AUTHORITY:

- A. Appoint designees to assist in implementing and administering the Act.
- B. Ensure that each department establishes procedures to deal with the dissemination of data.
- C. Prepare a public document on data categories. The public document will contain the responsible authority's name, title, address, and description of each category of record, file, or process relating to private or confidential data. This document will be updated annually.
- D. Limit collection of data to that which is necessary to the management and administration of programs authorized for use in state, local, or federal law.
- E. Limit the collection, storage, use, and dissemination of private and confidential data to purposes communicated to the individual at the time the data was collected.
- F. Prepare a public document setting forth the procedures in effect in the agency for providing data subjects with access to private or public data concerning themselves, and with other rights as afforded to individuals by Minnesota Statutes.
- H. Insure that the rights of data subjects are protected under [M.S. 13.04](#) and proper data warnings are provided.
- I. Insure that requests for data are reviewed and responded to within authorized time frame.
- J. Establish procedures to insure that all data on individuals is accurate, complete, and current.

RESPONSIBLE AUTHORITY

Heather H. Schlangen
Douglas County Coordinator/Human Resource Director
Courthouse - 305 8th Ave W
Alexandria, MN 56308
Phone: (320) 762-3898

NOTE:

See Appendix B for listing of Responsible Authorities and Designees.

DATA PRACTICES COMPLIANCE OFFICIAL

FOR NON-ELECTED OFFICES - DOUGLAS COUNTY,
MINNESOTA

Heather Schlangen
Douglas County Senior Human Resource Representative
Courthouse - 305 8th Ave W
Alexandria, MN 56308
Phone: (320) 762-3858

Responsible Authorities and Designees

<u>DEPARTMENT</u>	<u>RESPONSIBLE AUTHORITY</u>	<u>DESIGNEES</u>
Assessor	Heather H. Schlangen	Keith Albertsen, Assessor Department Head 305 8 th Avenue West Alexandria, MN 56308
Attorney	Chad Larson	Chad Larson, Assistant County Attorney 305 8 th Avenue West Alexandria, MN 56308
Auditor	Char Rosenow	Char Rosenow, A/T 305 8 th Avenue West Alexandria, MN 56308
Coordinator	Heather H. Schlangen	Laurel Schlosser, Assistant HR Director 305 8 th Avenue West Alexandria, MN 56308
Extension Service	Heather H. Schlangen	Char Rosenow 720 Filmore Suite B090 Alexandria, MN 56308
Court Services	Al Godfrey	Kim Kruse 305 8 th Avenue West Alexandria, MN 56308
Information Systems	Heather H. Schlangen	Brent Birkeland, IS Department Head 305 8 th Avenue West Alexandria, MN 56308
Land & Resource Mgmt	Heather H. Schlangen	David Rush, Director Land & Resource Department Head 305 8 th Avenue West Alexandria, MN 56308
Library	Heather H. Schlangen	Jacob Odland, Library Department Head 720 Filmore Alexandria, MN 56308
License Office	Heather H. Schlangen	Angie Steele, Interim License Department Head 715 Elm Street Suite 1065 Alexandria, MN 56308
Maintenance	Heather H. Schlangen	Steve Ziemer, Facilities Maintenance Department Head 305 8 th Avenue West Alexandria, MN 56308

Public Works	Heather H. Schlangen	Dave Robley, Public Works Department Head P.O. 398 Alexandria, MN 56308
Recorder	Dawn Crouse	Deputies: Dawn Crouse, Judy Ross, Marcie Johnson 305 8 th Avenue West Alexandria, MN 56308
Sheriff	Troy Wolberson	Brad Lake, Chief Deputy 216 7 th Avenue West Alexandria, MN 56308
Social Services	Laurie Bonds	Laurie Bonds, Community Human Services Director 809 Elm Street, Suite 1186 Alexandria, MN 56308
Veterans Service Unit	Veterans Service Officer* Joshua Brummond	Veterans Service Officer 809 Elm Street Alexandria, MN 56308

*Is the Responsible Authority with respect to all records in the officer's custody (MN Statute 197.603).



APPENDIX A

DEFINITIONS:

DATA SUBJECT: The individual or person about whom the data is created or collected.

DATA: All recorded information a government entity has, which can be maintained in any form, including, but not limited to, paper records and files, microfilm, photographs, voicemail, email, electronic documents, video, DVDs, computer media, or other storage mediums.

DESIGNEE: Any person designated by a responsible authority to be in charge of individual files or systems containing government data and to receive and comply with requests for government data. (see Appendix B for list of Douglas County designees)

INDIVIDUAL: A natural person. In the case of a minor or an individual adjudged to be mentally incompetent, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian except that a responsible authority will withhold data upon request of a minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

INFORMED CONSENT: The consent that must be given by a data subject to allow disclosure of information about him/herself. The informed consent must demonstrate that the data subject possesses and exercises sufficient mental capacity to make decisions which reflect an appreciation of the consequences of allowing the entity to initiate a new purpose or use of the data in question. (see Section VI)

PERSON: Any individual, partnership, corporation, association, business trust, or legal representative of an organization.

RESPONSIBLE AUTHORITY: Each elected official of the County shall be the responsible authority of his respective department. An individual who is an employee of the County shall be appointed by the County Board to be the responsible authority for any data administered outside the departments of elected officials. (see Appendix A for list of Douglas County Responsible Authorities and Designees)

DATA PRACTICES COMPLIANCE OFFICIAL: By December 1, 2000, each government entity must appoint a data practices compliance official. The responsible authority may fill this role. The public may direct to this individual questions and concerns about data access or other data problems.

RULES: "The Rules Governing the Enforcement of the Minnesota Government Data Practices Act". Minn. R., [Chapter 1205](#).

TENNESSEN WARNING: Those rights communicated to an individual asked to supply private or confidential data concerning him/herself.

*FOR ADDITIONAL DEFINITIONS CLICK ON HYPERLINK OR SEE [Minn. STATUTE 13.02](#)



Appendix B

Helpful Internet Links

NOTE:

Click on hyperlinks below to view law MN State Law or Data Practices Information.

- [Minnesota Statutes Chapter 13 Government Data Practices](#)
- [Chapter 1205 Department of Administration, Data Privacy Division](#)
- [MN Information Policy Analysis Division](#)
- [Minnesota Government Data Practices Act – Overview Document](#)

Forms

- Posted Guidelines and Procedures
- Tennesen Warning
- Informed Consent
- Minor Privacy Rights
- Copy Cost Calculation
- Fee Schedules
- Forms used to collect private information in Douglas County Departments



Guidelines and Procedures for the Minnesota Government Data Practices Act

AGENCY: Douglas County Sheriff Department

RESPONSIBLE AUTHORITY: Troy Wolbersen, Sheriff

DESIGNEE: Dave Ahlquist, Jackie Notch, Greg Windhurst, Brad Lake, Bill McKay, Tim Nohre, Dawn Olson, Nicki Torgrimson

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information.

Updated: 7/19/2013 HHS



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Information Technology Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Brent Birkeland, IS Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Auditor/Treasurer Department

RESPONSIBLE AUTHORITY: Char Rosenow, A/T Department Head

DESIGNEE: Don Kuismi and Vicki Doehling

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Assessor Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Keith Albertsen, Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Recorder Department

RESPONSIBLE AUTHORITY: Dawn Crouse, County Recorder

DESIGNEE: Judy Ross, Marcie Johnson

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act (MGDPA)

DEPARTMENT: Attorney Department
RESPONSIBLE AUTHORITY: Chad Larson, County Attorney
DESIGNEE: Dan Lee, Assistant County Attorney
DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible
- **NOTICE: The County Attorney's Office has limited obligations under the MGDPA. Excepted from the MGDPA is the use, collection, storage, and dissemination of data by an attorney acting in a professional capacity for Douglas County or other governmental entity.**

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: County Coordinator/Human Resources Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Laurel Schlosser and Darlene Highet

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Court Services Department

RESPONSIBLE AUTHORITY: Brian Rubenstein

DESIGNEE: Brian Rubenstein

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Extension Department

RESPONSIBLE AUTHORITY: Char Rosenow, Auditor/Treasurer

DESIGNEE: Ben Anderson

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Library Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Jacob Odland, Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: License Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Angie Steele, Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Land & Resource Management Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: David Rush, Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Maintenance Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Steve Ziemer, Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Public Works Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Dave Robley, Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

DOUGLAS COUNTY FEE SCHEDULE:

Photo Copies (for requested copies not necessary for conducting business).....	1 Sided \$.25 ...2 Sided \$.50/page
Scanned Traffic Count Maps	\$1.00/page
Prepare Requested Documents	(Example: a Report).....Employee time @ employee rate plus benefits
Fax.....	Local - \$5.00
	Long Distance - \$7.00
Notary Public	\$2.00
Picnic Tables(4).....	\$50.00 Picnic
Tables(7).....	\$80.00
Camping Fees	\$15.00
Maps	\$1.00
911 Sign Fee	\$25.00

Driveway Fee	\$200.00
Specific Service Signing Each	\$350.00
Gradations.....	\$75.00

PH//we/2013 PW MN Data2



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Community Human Services Department
Includes: Social Services unit, Senior Services unit,

RESPONSIBLE AUTHORITY: Laurie Bonds, Community Human Service Director

DESIGNEE:

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information



Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Veterans Service

RESPONSIBLE AUTHORITY: Josh Brummond, Veterans Service Officer (MN Statute 197.603),

DESIGNEE: Sandy Rau, Laurie Bonds

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible.

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.
2. If you are denied access to requested data, you will be informed in writing of the reason for denial.
3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.
2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.
3. To be informed of the content and meaning of data on you.
4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.
5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.
6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information

Updated: 6/2/2014 HHS



COORDINATOR/HUMAN RESOURCES DEPARTMENT TENNESSEN

WARNING FOR EMPLOYMENT APPLICATIONS

In accordance with the Minnesota Government Data Practices Act, Douglas County is required to inform you of your rights as they pertain to the private information requested from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

[Minnesota Statutes 13.01 to 13.87](#) on Government Data Practices require that you be informed that the following information which you are asked to provide on the application for employment is considered private data:

- | | |
|---------------------------|----------------------|
| 1. Name | 6. Conviction record |
| 2. Home address | 7. Sex |
| 3. Home phone number | 8. Age group |
| 4. Social Security number | 9. Disability type |
| 5. Date of birth | |

We ask this information for the following reasons:

- to distinguish you from all the other applicants and identify you in our personnel files
- to enable us to verify that you are the individual who makes the application
- to enable us to contact you when additional information is required, send you notices, and/or schedule you for interviews
- to determine if you meet the minimum age requirements (if any)
- to conduct proper investigations if you are applying for a position
- to determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you applied for
- to enable us to ensure your rights to equal opportunities
- to meet federal and state reporting requirements
- to make processing more efficient

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in Douglas County and the policies, rules, and regulations promulgated pursuant thereto.

THE FOLLOWING INFORMATION IS VOLUNTARY:

1. Social Security number
2. Date of birth (unless a minimum age is required)
3. Sex
4. Age group
5. Disability data

REFUSAL TO SUPPLY OTHER REQUESTED DATA WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED

Private data is available only to you and to other persons in the County Offices who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING PRIVATE DATA PROVIDED TO ME BY THIS AGENCY.

X_____

(Signature of Applicant)

Personnel Records/Data Privacy Act

As an employee of Douglas County you are entitled to know your rights as a subject of data. The Data Privacy Act establishes procedures for the dissemination of data. It does the following:

1. Defines types of data
2. Creates and defines an office of a responsible authority
3. Regulates access to data
4. Regulates rights of individuals
5. Defines classification of data

According to the Act all information is public unless specified. The personnel data we collect from you is used to record your employment history with the County, and in the administration of health insurance, pension plans, fringe benefits, worker's compensation, unemployment compensation, and employee assistance programs. Your Social Security Number is required in the administration of taxes.

The Douglas County Personnel Office will function under the following policies:

1. When in question information will be withheld. It is better to give out too little rather than too much. Refusal to give out can result in a Court Order to release but that is minor compared to a law suit for giving out wrong information.
2. No information will be given out over the phone other than verification of employment.
3. Any personal data for which we have no use will be destroyed.
4. Private information may be shared within the County as we are one unit. This will be done by decision of the Personnel Director.
5. When in question we may ask for a reasonable delay of time to get back to the seeker of information.

The information we collect about you is classified as:

1. Public which means that the information is available to anyone who asks to see it;
2. Private which means that the information is available only to the person the information is about, and to the staff who must use it in the normal

course of conducting County business, and as otherwise provided for by law; and

3. Confidential which means that information is not accessible to the data subject (e.g. certain human rights investigations and medical information detrimental to the patient or others).

As an employee of Douglas County, the following information about you will be public:

1. Name
2. Actual gross salary
3. Salary range
4. Actual gross pension
5. The value and nature of employer-paid fringe benefits
6. The basis for and the amount of remuneration, including expense reimbursement, and addition to salary (e.g. travel advance, tuition reimbursement, and parking)
7. Dates of your first and last employment in your current job with the County
8. The existence and status, of any complaints or charges against you, whether or not the complaint or charge results in a disciplinary action
9. The final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling administrative or judicial proceedings
10. Work location
11. Work telephone number
12. Your job title
13. Your job description
14. Education and training background which qualifies you for the position you have been hired
15. Previous work experience which qualified you for the position you have been hired
16. Badge number, if applicable
17. Honors and awards received because of County employment
18. Payroll time cards or other comparable data that record time worked for payroll purposes but not the reasons for the use of sick or other medical leave or other non-public data



NOTICE OF INTENT TO COLLECT PRIVATE DATA FROM EMPLOYEES (Tennessee Warning and Federal Privacy Act of 1974)

Information not listed above as public, which is maintained as part of your personnel record, is private, and will not be shared with anyone but those members of our staff, appointing authorities, legal council, and those whose work assignment reasonably requires access and, as authorized by law. No private information of yours will be shared with any person or agency not described below without your informed written consent. All employees are asked to provide the private data listed below initially when employed and until termination of employment. Under the law, personnel data may be shared with labor organizations to the extent that they need it to conduct elections, notify you of fair share fee assessments, and implement various provisions of Minnesota Statutes, Chapter 170. Personnel data may be shared with these organizations and with the Bureau of Mediation Services to the extent that the Director of Mediation Services orders or authorizes such sharing. Additionally, personnel and payroll data may be shared with: U.S. Internal Revenue Service and Social Security Administration, County insurance contractors and PERA/MERF and Minnesota Department of Revenue, Economic Security and Department of Labor & Industry. Others who have legal access to the data: Legislative Auditor, Attorney General, entities specifically designated below, enforcement agencies with statutory authority, and any other person or entity authorized by law or court order.

Home Address and Telephone Number: Needed to contact you for work-related matters and to send you important documents. Home address is also required for completion of the Federal Employment Eligibility Verification form (I-9); Workers Compensation paperwork and correspondence, and the State is legally obligated to provide home address to the Social Security Administration, Internal Revenue Service, applicable State Dept. of Revenue, applicable State retirement system, and Dept. of Human Services. Additionally, if your position is eligible for insurance coverage or represented by a labor organization, applicable insurance carriers and the labor organization representing you have a legal right to this information. You are not legally required to provide these data. However, if you do not provide a home address, you may not receive important documents, the County cannot fulfill its legal obligations and your eligibility for employment or worker compensation benefits may be affected. If you do not provide a home telephone number, your agency may not be able to contact you when necessary.

Social Security Number (SSN): Needed for reporting earnings and taking deductions, as required by law. It is also required for completion of the Federal Employment Eligibility Verification form (I-9) and for Workers Compensation paperwork. You are legally required to provide your SSN so that we may employ you. Per Federal Internal Revenue Laws, the County is legally obligated to provide your SSN to the Social Security Administration, Internal Revenue Service, and applicable state Dept. of Revenue. The following State agencies also have a legal right to employee SSN's: applicable State retirement system (Mn. Statutes, Chapters 352-356), Dept. of Human Services (Mn. Statutes, section 256.998), and Dept. of Economic Security (Mn. Statutes, section 268.044). Also, if your position is eligible for insurance coverage, applicable insurance carriers may have access to this information and your dependents social security numbers, in accordance with Mn. Statutes, sections 43A.23, 62J.54, and 13.05 and Medicare, Medicaid and SCHIP Extension Act of 2007.

Birth Date: Needed to ascertain your retirement status, to determine your cost for certain optional insurance coverage, to determine actuarial rates, and for injury paperwork and statistics. It is also required for completion of the Federal Employment Eligibility Verification form (I-9). You are not legally required to provide your birth date; however, your eligibility for employment may be affected if you do not provide it. Additionally, it would not be possible to determine your eligibility for retirement, severance pay, and certain optional insurance coverage. The Minnesota Dept. of Human Services, applicable insurance carriers, and applicable State retirement system have a legal right to this information.

Ethnic Group, Disability Status, Gender: Needed to determine if the County has a diverse workforce, that is representative of all Minnesotans. Also required for any Workers Compensation paperwork. You are not legally required to provide these data. However, without this information, the County may not be

able to effectively carry out state and federal equal opportunity and affirmative action mandates and workers compensation. Disability information may be needed to make an accommodation for you. Applicable insurance carriers and State retirement system have a legal right to obtain your gender.

Marital Status: Needed to determine eligibility for insurance and death benefit payments and for Workers Compensation paperwork. You are not legally required to provide your marital status. However, without this information, certain insurance eligibility determinations and death benefit payments may not be possible. Applicable insurance carriers and State retirement system, and Department of Labor have a legal right to this information.

Emergency Contact Information: Needed so that someone may be contacted if an emergency occurs and you need assistance. You are not legally required to provide this information. However, if you do not provide it, we will not be able to contact anyone if an emergency occurs.

Photo: Needed for building access and security purposes both on and off –site in the form of an identification badge. May also be used in county publications or displays for various committees, awards, customer service, and other recognition. You are not legally required to provide this information, but it is a county rule that each employee must wear an identification badge with picture and first and last name for security. However, if you do not provide it, you may not be able to access the county buildings and your eligibility for employment may be affected.

Driver's License and Declarations Page of Employee Motor Vehicle Insurance: This information is needed to verify that you are able to legally drive, if that is part of your job, and if you are using your personal vehicle for business use that you have the state required insurance. This information is not legally required, but if you do not provide it, you may not be allowed to drive a motored vehicle. This may have an effect on your continued employment.

Injury or Health Data: The data Douglas County collects from you, for the First Report of Injury, or during the course of investigating or managing your claim, is private data and will be collected for the purpose of assisting the Douglas County in making an initial determination of whether your injury is work related; in determining any initial and continued eligibility to receive benefits; and in computing the amount of payment you may be entitled to receive, should it be determined that your injury is work related. This information may also be used for work accommodations and statistics for the safety program. The data is also collected for the purpose of reporting to the Department of Labor & Industry any injury which wholly or partly incapacitates an employee from performing labor or services for more than three calendar days. This report is required by law. You are not legally required to provide this information to us. If you do not provide certain data to us, however, we may be unable to complete the investigation of your claim for benefits and determine eligibility for benefits. Your refusal to provide information may cause your claim to be denied, or if you are eligible for benefits, your payment may be delayed. If you provide data to us, it will assist us to in making an appropriate determination of liability and benefit eligibility. The information you provide will be available to: those within your agency or Douglas County whose jobs reasonably require access, such as human resources employees, safety committee, your supervisor and department head; the Department of Revenue for use in enforcing Minnesota income tax and property tax refund law; the Department of Labor and Industry for completion of legally required reports; and the Departments of Labor and Industry, Jobs and Training and Revenue who are authorized to share information regarding the employment status of individuals including payroll, withholding and income tax information, your medical provider(s); the managed care vendor, and other vendors providing services for Douglas County; the Minnesota Counties Insurance Trust and Workers' Compensation Reinsurance Association; The Office of Administrative Hearings, Legislative Auditor, Attorney General's Office, Social Security Administration, applicable state retirement system, enforcement agencies with statutory authority to obtain the data, and any other person or entity authorized by law or court order.

Safety & Wellness: Medical evaluations for respirators, fit testing for respirators, Hepatitis vaccination status, and Mantoux records, and hearing testing (or private personnel data may be released to make medical appointments, etc.) may also be required, collected, and accessed per OSHA regulations depending on job duties. Employees are not required to disclose this information, but your eligibility for employment may be affected. Wellness type programs such as smoking cessation may be offered. Employees are not required to participate or disclose wellness information, but may not be able to participate in the program if they do not. This information may be used by Douglas County employees or contractors whose job reasonably requires access.

FMLA: Data may be requested for the purpose of determining whether you qualify for the benefits under the Family Medical Leave Act ("FMLA"). Understand that the data you provide will be accessed by

authorized personnel and whose responsibilities include determining eligibility under the FMLA and coordination of leave and other benefits, such as workers compensation. Understand that you may refuse to provide the requested information. However, understand that if you refuse to provide the information, your employer may refuse to provide the requested leave under the FMLA.

County Newsletter: Personnel information may be requested from employees for publication in the county newsletter, (which is a public document) at various times (example: new employees, retirements, awards, thank yous, mystery employee articles, and other recognition). Employees may refuse to provide the information.

An employee has the right to review his/her own file at least every six months by submitting a written request to do so.

If you have any questions regarding your rights as a subject of data please contact: Heather H. Schlangen or Heather Schlangen or Laurel Schlosser , Personnel Department, Douglas County, Douglas County Courthouse, Alexandria MN 56308.

IN ACCORDANCE WITH MINNESOTA STATUTES, CHAPTER 13 AND THE FEDERAL PRIVACY ACT OF 1974, BY SIGNING BELOW, I HAVE BEEN INFORMED AND UNDERSTAND MY RIGHTS AS A SUBJECT OF DATA PRIOR TO BEING INTERVIEWED. I HAVE READ THE NOTICE REGARDING INFORMATION AND PRIVACY AS SET FORTH ABOVE. A copy will be provided to you upon request.

Employee Signature

Date

Updated 3/30/2009



INFORMED CONSENT- CONSENT FOR THE RELEASE OF INFORMATION

I, _____
(name of individual authorizing release)

authorize _____
(name of individual, entity, or person holding information)

to disclose to _____
(name of individual, entity, or person to receive the information)

the following information

(description of information)

for the purpose of

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 except to the extent that action has been taken in reliance on it and that in any event this consent expires automatically as described below.

Specification of the date, event, or condition upon which this consent expires.

Executed this _____ day of _____, 20 ____.

(signature of individual authorizing release)

(signature of witness)

(signature of parent, guardian, or authorized representative, when required)

Human Resource Department

Courthouse - 305 8th Avenue West
Alexandria MN 56308
Phone: 320-762-3873
Fax: (320) 762-2389



NOTE TO DEPARTMENTS USING THIS FORM: The consequences of giving informed consent must be communicated to the individual prior to affixing his signature.

Dear _____(employee or former employee),

_____ has requested a copy of your personnel file. Douglas County needs to have you sign the enclosed Informed Consent Form to release your personnel file the above listed entity and/or person. Please read and sign the enclosed form and return to Douglas County in the enclosed envelope.

If you have questions, please feel free to call Heather Schlangen at (320)-762-3858.

Sincerely,

Heather Schlangen
Human Resource Representative
Douglas County

**AUTHORIZATION FOR THE RELEASE
OF PRIVATE PERSONNEL DATA UNDER
THE MINNESOTA GOVERNMENT DATA PRACTICES ACT**

To Whom It May Concern:

I, _____, hereby authorize Douglas
County to
release the personnel records described below about me to:

The specific records covered by this release are:

Personnel file on _____

The persons to whom the information may be released, and their representatives, may use
this information for the following purposes:

I understand that the personnel data listed above includes data which is classified as private personnel data on me under Minnesota Statutes § 13.43. I understand that by signing this Informed Consent Form, I am authorizing Douglas County to release to the person(s) named above and their representatives data which would otherwise be private and accessible only to me and to the department. I understand that without my informed consent, Douglas County could not release that data in my personnel files and records which is classified as private under Minn. Stat. § 13.43.

I understand that when my personnel files and records are released to the person(s) named above and their representatives, Douglas County has no control over the use the person(s) named above or their representatives make of the data. This consent expires upon completion of the above stated purpose or after one year, whichever comes first. However, if the above –stated purpose is not fulfilled after one year, I may renew this consent.

I agree to indemnify and hold harmless Douglas County to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney’s fees arising out of or by reason of complying with this request.

I am giving this consent freely and voluntarily and I understand the consequences of my giving this consent.

Dated: _____

Signed: _____



MINOR PRIVACY RIGHTS FORM

Pursuant to the Minnesota Statutes, [section 13.02 subdivision 8](#), minors have the right to request that private information collected by this agency not be accessible to their parents or guardian(s).

I request that private information collected not be shared with my parents or guardian(s).

NAMES: _____

REASONS: _____

X _____
(Signature of requesting minor)

(Date)

Upon receipt of this request, the Responsible Authority shall determine if honoring the request to deny parental access would be in the best interests of the minor following the procedures established in [Minnesota Rules 1205.0500](#).

PARENTAL ACCESS AND SIGNATURE RIGHTS:

Both parents have access to minor's records on file with this agency, and signature authority for their minor children. This is true even with divorce or separation, unless:

1. The agency is provided with a court document that states that a parent does not have access rights or that parental rights have been terminated, or;
2. The minor has requested that private information be withheld and the agency agrees this is in the best interests of the minor.

FEE SCHEDULES

<u>ITEM</u>	<u>SURCH</u>	<u>LAW LIBRARY</u>	<u>FILING FEE</u>	<u>TOTAL</u>
<u>CIVIL:</u>				
Plaintiff/Pet		\$ 10.00	\$122.00	\$132.00
Defendant/RSP		\$ 10.00	\$122.00	\$132.00
Tax Petitions				
Reg Div	\$ 10.00	\$122.00	\$132.00	
Small Claims Div		\$ 10.00	\$ 25.00	\$ 35.00
Jury Trial Fees			\$ 75.00	\$ 75.00
Certified Copies			\$ 10.00	\$ 10.00
Conformed Copies			\$ 5.00	\$ 5.00
Subpoenas			\$ 3.00	\$ 3.00
Hospital Lien			\$ 5.00	\$ 5.00
All Writs		\$ 10.00	\$ 10.00	
Foreign/Confession Judgment \$1999 or less		\$ 5.00	\$ 15.00	\$ 20.00
Foreign/Confession Judgment \$2000 - \$7500		\$ 5.00	\$ 25.00	\$ 30.00
Foreign/Confession Judgment \$7501 or more		\$ 10.00	\$122.00	\$132.00
Transcript/Judgment			\$ 7.50	\$ 7.50
Satisfactions/Judgments/Liens			\$ 5.00	\$ 5.00
Judgment Search - per name			\$ 5.00	\$ 5.00
Exemplification Certificate			\$ 12.00	\$ 12.00
Assignment/Judgment			\$ 5.00	\$ 5.00
Recording Notary			\$ 25.00	\$ 25.00
Trust Accounts			\$ 10.00	\$ 10.00
<u>PROBATE FEES:</u>				
Supervised	\$ 20.00	\$ 10.00	\$122.00	\$152.00
Unsupervised Formal	\$ 20.00	\$ 10.00	\$122.00	\$152.00
Informal Estates	\$ 20.00	\$ 10.00	\$122.00	\$152.00
Decree/Descent	\$ 20.00	\$ 10.00	\$122.00	\$152.00
Summary Assignments	\$ 20.00	\$ 10.00	\$122.00	\$152.00
Gdn Conservatorship	\$ 20.00	\$ 10.00	\$122.00	\$152.00
Certified Copies			\$ 10.00	\$ 10.00
Conformed Copies			\$ 5.00	\$ 5.00
Deposit of Wills			\$ 5.00	\$ 5.00
<u>CONCILIATION COURT:</u>				
Filing Claim or Counterclaim - \$1999 or less		\$ 5.00	\$ 15.00	\$ 20.00
Filing Claim or Counterclaim - \$2000 or more		\$ 5.00	\$ 25.00	\$ 30.00
Request/Order of Disclosure			\$ 5.00	\$ 5.00
Request/Order Show Cause			\$ 5.00	\$ 5.00
Demand for Removal		\$10.00	\$122.00	\$132.00

FAMILY FEES:

Dissolution/Petitioner		\$10.00	\$122.00	\$132.00
Dissolution/Respondent		\$10.00	\$122.00	\$132.00
Adoptions	\$ 75.00	\$10.00	\$122.00	\$207.00
Child Support Motion Fee			\$ 20.00	\$ 20.00

CRIMINAL CONVICTIONS:

Petty Misdemeanors	\$ 35.00	\$ 5.00		\$ 40.00
Misdemeanors	\$ 35.00	\$ 5.00		\$ 40.00
Gross Misd/Felony	\$ 35.00	\$10.00		\$ 45.00

TRAFFIC CONVICTIONS:

Petty	\$ 35.00	\$ 5.00		\$ 40.00
Misdemeanor	\$ 35.00	\$ 5.00		\$ 40.00
Gross Misd/Felony	\$ 35.00	\$10.00		\$ 45.00

CHEMICAL USE ASSESSMENT:

Misdemeanor	\$125.00			\$125.00
Gross Misdemeanor	\$130.00			\$130.00

SURVEY & GIS MAP FEES

PLAT CHECKING FEES

Final Checking fee for Plats, CIC, and RLS \$150/plat + \$15/lot-unit

RECORDED PLAT COPIES

Recorded Plat \$3.00

Recorded Plat reduced 11 x 17 \$1.00

DOUGLAS COUNTY HIGHWAY MAP \$1.00

½ SECTION MAPS

Half Section Map \$3.00

Half Section Map w/Color Air Photo \$10.00

Half Section Map w/Air Photo (Black & White) \$5.00

Half Section Map reduced 11 x 17 \$1.00

Half Section w/Color Air Photo reduced 11 x 17 \$3.00

CUSTOM/SPECIAL COLORED MAPS \$2.00/sq. ft.

GENERAL COPIES

Copies of general file information \$.25/page

Copies of large format prints \$2.00/page

Copies of older ½ section air photos – black & white \$3.00

Print from GeoMoose Parcel Query - 8 ½ x 11 Color \$1.00

Color Print of Oblique Photo – 8 ½ x 11 \$3.00

Color Print of Oblique Photo – 11 x 17 \$6.00

DIGITAL DATA

AutoCAD or Shape files of Parcels, Planimetric, etc. \$250/MB *

Preparation fee, includes Data Base files (minimum ¼ hour) \$84/hr

PICTOMETRY DIGITAL FILES – 2007 or 2009 FLIGHT

Compressed ECW files

Ortho – High Level (Average 20mb file per township) \$100.00 per township *

Individual Tiffs

Ortho - High Level

\$10.00 per TIFP *

Ortho - Low Level

\$20.00 per TIFP *

RURAL ADDRESSING ATLAS

\$15.00 per book

GIS ANALYSIS OR PROCESSING

\$84.00/hr.

Sales tax is included in product prices

* Preparation fee applies

PH/wd/2013 PW Survey GIS Fees

REVISED 7/1/2009

Auditor/Treasurer Fee Schedule

Effective 1/1/2004

Photo copies of public data – One sided - black & white - if equal to or less than 100 pages (for requested copies not necessary for conducting business)	\$0.25/Page
Photo copies of public data – Two sided - black & white - if equal to or less than 100 pages (for requested copies not necessary for conducting business)	\$.50/Page
*Hourly rate to prepare requested documents	Employee time at regular rate of pay plus benefits
Alcohol Licenses	
On Sale Beer (Daily)	\$35.00
On Sale Beer (Annual license)	\$125.00
Off Sale Beer (Annual License)	\$15.00
On Sale Liquor (Daily)	\$50.00
On Sale Liquor (Annual license w/out Sunday)	\$3,000.00
On Sale Liquor (Sunday)	\$200.00
Off Sale Liquor (Annual)	\$500.00
On Sale Wine (Annual License)	\$250.00
Other	
Auctioneer	\$20.00/yr
Bond Reports	\$350.00
Confession of Judgment	\$200.00
Duplicate Tax Statement	\$1.00
Notary Public	\$2.00
NSF Checks	\$30.00
Precious Metals License	\$50.00
Publication Fee	\$70.00/parcel
Special Assessment Fee (non Solid Waste)	\$3.00
Special Assessment Fee (Solid Waste)	\$1.00
Tax Forfeiture	\$250.00
Tax Forfeiture Repurchase	\$275.00
Tax Search	\$7.00
TIF Search	\$500.00
TIF Maintenance	\$75.00
Transient Merchant License	\$150.00
Truth in Taxation Notices (taxing entity billing)	\$0.25/parcel
Camping Fee	\$15.00
Picnic Table Fee	As follows

½ Load	\$50.00
Full Load	\$80.00
Maps	\$1.00 per map
Driveway Permit Fee	\$200.00
Public Works Meeting Room Fee	\$30.00
Charitable Gambling Application Fee	\$20.0

Law Enforcement Fee Schedule 1/2010

Civil Process Fee	\$40.00 + Mileage
Not Found Services	\$40.00
Sales Notices	\$40.00
Writ of Execution	\$40.00 + Commission & Mileage
Dynamite Permit	\$20.00
Fireworks Permit	\$20.00
Hand Gun Carry Permits	\$100.00
Permit to Carry Renewal	75.00
Permit replacement	\$10.00
Fish Tournaments	\$10.00
Dispatch Records Check	\$3.00
Booking Fee	\$25.00
Finger Prints – Private	\$10.00
Notary Public	\$2.00
Record Check	\$3.00 per name

Copies – Black/white \$0.25 per page
 Color \$2.00 per page

Copies that require redacting of private information will be charged out by time and material. Time is calculated at \$17.00 per hour.

Data Practices Request: Employee time at regular rate of pay plus benefits

For copies mailed out there is a minimum \$2.00 charge.

Copy of video or audio tape \$20.00

CD Audio/Photo/DVD \$15.00

9-1-1 Recording \$20.00

Mileage is calculated at .55 cents per mile

Fee Schedule for Information Systems

Photo copies of public data – One sided – black & white - if equal to or less than 100 pages (for requested copies not necessary for conducting business)	\$0.25/Page
Photo copies of public data – Two sided – black & white - if equal to or less than 100 pages (for requested copies not necessary for conducting business)	\$.50/Page
County Reports (Digital and/or hard copy)	\$21 preparation fee (per request) Billed in increments of 15 minutes at a rate of \$21 per 15 minutes
Custom Reports (Digital and/or hard copy)	\$84 per hour or any portion thereof
Media	Billed at cost
E-mail	\$5.00 per 7 pages
Fax	\$5.00 per 7 pages

Fee Schedule of the Recorder

InsertDoc #	\$2.00
Photo copies of public data – One sided – black & white - if equal to or less than 100 pages	\$0.25/Page
Photo copies of public data – Two sided – black & white - if equal to or less than 100 pages (for requested copies not necessary for conducting business)	\$0.50/Page
Check Processing	\$2.00
Search Fee	\$5.00

Fee Schedule for Assessor's Office	
Copy of Field Card* - each side	\$.25
CAMA Sheet* - each side	\$.25 Include multiple records
Print Screen*	\$.25
Maps*	\$.50 per copy (\$1.00 for 11x7) – Refer to surveyor if possible
FAX	\$5.00 (Local) \$7.00 (long distance)
Tax Estimates	No Charge
Tax Splits	No charge if at least 2 day notice. \$20.00 "Rush" fee for less than 2 day notice
Phone Requests	For Owner – Review field card with them if requested. All others – Review what is on screen only Specific info must be accessed on their own.
Sales Ratio Printouts	\$20.00 per report
All Other Printouts or Lists	Refer to Information Systems
Requests for amount of taxes due on a parcel will be referred to the Auditor/Treasurer's Office.	

Land & Resource Management Department - 2004 Fee Schedule

Land Use Permits

1. Residential

A.	Per 100 square feet of dwelling area	\$10.00
B.	Deck or Patio	as follows
	Under 100 square feet	\$25.00
	101 – 400 square feet	\$50.00
	Over 400 square feet	\$100.00
C.	Minimum Land Use Permit Fee	\$25.00
D.	Accessory Structure	as follows
	Under 120 square feet	\$25.00
	121 – 750 square feet	\$50.00
	751 – 1500 square feet	\$75.00
	1501-5000 square feet	\$100.00
	5001 or more square feet	\$200.00

2. Commercial and Industrial

A.	Per 100 square feet of floor area	\$15.00
B.	Minimum land use permit fee	\$50.00

3. Agricultural

A.	Agricultural buildings	as follows
	Under 120 square feet	\$25.00
	121 – 750 square feet	\$50.00
	751 – 1500 square feet	\$75.00
	1501 – 5000 square feet	\$100.00
	5001 or more square feet	\$200.00

4. Miscellaneous

	Under 120 square feet	\$25.00
	121 – 750 square feet	\$50.00
	751 – 1500 square feet	\$75.00
	1501 – 5000 square feet	\$100.00
	5001 or more square feet	\$200.00

5. **Roof Pitch Changes** (with no additional living space) \$100.00

6. **Towers** \$2.00 per \$1,000.00 of Valuation

Sewer Disposal Permits..... \$200.00

Class V Injection Well or Systems with more than 9 bedrooms	\$500.00
Cluster Systems	\$500.00
Sign Permits	\$75.00
Shoreland Alteration/Landscaping Permits	as follows
Minor Landscaping Permits.....	\$75.00
Standard Landscaping Permits	\$150.00
Major Landscaping Permits.....	\$300.00
After-the-fact Shoreland Alteration/Landscaping Permit	\$750.00/Restoration
Conditional Use Application(s).....	\$300.00
Variance Application(s).....	\$300.00
Plat Fee (preliminary and minor subdivision final plats).....	\$550.00 plus \$20.00 per lot
Re-zoning Application(s).....	\$400.00
Planned Unit Development	\$500.00
PAC/BOA Application Review.....	\$200.00
EAW-Environmental Assessment Worksheet	\$750.00
Excavation and Landscaping License (plus \$5000.00 Bond).....	\$75.00/yr
Sign Erection & Maintenance License (plus \$5000.00 Bond)	\$75.00/yr
Disposal Hauler & Transfer Station & Limited Debris License (plus \$5000.00 Bond	\$75.00/yr
Demolition Landfill License (plus \$10000.00 Bond)	\$75.00/yr
Common Property line adjustments	\$50.00
Metes and Bounds Subdivisions.....	\$50.00
Temporary Mining.....	\$100.00
“After the Fact” Charges.....	Double the application permit fee + permit fee
Minimum charge	\$500.00 plus permit fee
Photo copies – Black & white - if equal to or less than 100 pages	\$.25/page
Hourly rate to prepare requested documents – Employee time at regular rate of pay plus benefits	
Hourly rate to prepare requested documents – Department Head time at regular rate of pay plus benefits	
Fax	\$2.00 for 1 st page, \$1.00 for every page thereafter
Land Use Permit List.....	\$5.00/list
Set OHW – building line/string line/setbacks.....	\$50.00

FORMS USED TO COLLECT PRIVATE AND CONFIDENTIAL DATA

Per Minnesota State Statute 13.05 - The following forms are used to collect private and confidential data in Douglas County.

SENIOR CITIZENS PROGRAM FORMS – (PUBLIC HEALTH)

The following forms collect private information on individuals:

Name of Form	Form #	Date of Form (Last Update)
Douglas County Care Call Form	DCCC-E1	7/1991
Senior Companion or Foster Grandparent Letter		
Foster Grandparent Program/Senior Companion Program – Statement of Medical Review	Phys2	5/1999
Application for Foster Grandparent – Senior Companion	Application.doc	06/2004
I&R/Health Insurance Counseling		
Foster Grandparent Program/Senior Companion Program Information Input Form	Input	7/2000
Consent for the Release of Information for Tele Care		
Agreement – Tele Care Waiver of Liability Form		
Douglas County Tele Care Program – Registration Form		
Volunteer Data Form		

SOCIAL SERVICES DEPARTMENT FORMS

Name of Form	Data Practice Form #	Form #	Date of Form (Last Update)
State of Minnesota Combined Application Form (CAF) Cash Assistance, Food Support, and Health Care		DHS-3469-Eng	12/2004
Combined Application –Addendum (Cash, Food Support, and Health Care)		DHS-3469-Eng	6/2004
Minnesota Health Care Programs Application		DHS-3417-Eng	4/2004
Minnesota Health Care Programs Application for: People who have a disability, Seniors age 65 and older		DHS-3531-Eng	8/2003
Minnesota Department of Human Services Consent for Release of Information about Assets		DHS-2243-Eng	10/2002
Minnesota Department of Human Services – General Authorization for Release of Information		DHS-2243A-Eng	5/2004
Minnesota Health Care Programs – Pregnancy Verification Form		DHS-3236-Eng	6/2003
Required Questions for General Assistance Medical Care (GAMC)		DHS-3423-Eng	12/2003
Household Report Form		DHS-2120-Eng	6/2004
Referral to Support and Collections		DHS-3163B-Eng	12/2004
Cooperation with Child Support Enforcement		DHS-2338-Eng	12/2004
Referral for Cost Effective Health Insurance Review		DHS-2841-Eng	12/2003
Minnesota Health Care Programs – Health Insurance Information Form (HIIF)		DHS-1992B-Eng	1/2004
Family Violence Referral		DHS-3323-Eng	10/2003
DWP/MFIP Screening Questions		DHS-4026-Eng	3/2004
Minnesota Department of Human Services – Request for Medial Opinion		DHS-2114-Eng	5/2004
Request for Pre-Authorization of Medical Assistance/Social Services/Other Transportation Costs			
Authorization for Billing			
Investigation Request			
Vendored Service Voucher – DAYCARE			
Diversionary Work Program/Minnesota Family Investment Program – Status Update Form		DHS-3165-Eng	3/2004
Shared Household Affidavit for Food Stamps			
Minnesota Health Care Programs – Income Renewal Form		DHS-3440-Eng	7/2004
Minnesota Health Care Programs – Renewal Form		DHS-3418-Eng	8/2004
Applications for Socials Services		DHS-2140	3/2004
Notice of County Social Services Agency Action			
Targeted Case Management (TCM) Data Transmittal Form		DHS-3152-Eng	6/2003
Douglas County Social Services Authorization For Release and Exchange of Client Information			
Common Entry Point (CEP) Intake Form – Vulnerable Adult Maltreatment Report – Disclosure			
Douglas County Social Services – Reciprocal Report – Facsimile Transmittal			

Voluntary Out-of-Home Placement Agreement – Non-Indian Child		DHS-1776-Eng	10/2003
Notice of Out-Of-Home Placement			
Child and Adolescent Functional Assessment Scale (CAFAS)			
Family-Based Services – Referral and Initial Assessment			4/2003
Initial Assessment Form			
Financial Worker Info Form			
Medical Assistance (MA) and General Assistance Medical Care (GAMC) Managed Care Enrollment		DHS-3460	5/2001
Land Lord Notification			
Employment Verification Form			
Important Information about Your Request for a Child Support Good Cause Exemption		DHS-3627-Eng	10/2003
Minnesota Family Investment Program (MFIP) – Employment Services Authorization for Release of Information		DHS-4093-Eng (was MS-1924)	5/2004
MFIP Transition Application Form		DHS-4035-Eng	10/2004
Request for Signature(s)		DHS-3555-Eng	6/2004
Information for Long-Term and Waiver Program Services		DHS-3543-Eng	12/2003
GAMC Request For Information Re: Drug Addiction and/or Alcoholism		DHS-3525	12/2002
Minnesota Medical Assistance Application/Renewal – Breast and Cervical Cancer Coverage Group		DHS-3525	9/2003
Detail of Assets		DHS-3499A	4/2003
Asset Information		DHS-3499	4/2003
Minnesota Care – Request for Child Insurance Information		DHS-3448-Eng	5/2003
Individual Discharge Information Sheet		DHS-3443	4/2003
Minnesota Health Care Programs – Income and Asset Renewal Form		DHS-3441-Eng	1/2004
Minnesota Health Care Programs – Giving Permission for Someone to Act on My Behalf		DHS-3437-Eng	5/2004
Minnesota Care – Request for Proof of Immigration Status		DHS-3411	3/2001
Minnesota Care – MinnesotaCare Income Change Evaluation Letter		DHS-3408	9/1999
Minnesota Care – Refund Letter		DHS-3400	4/2002
GAMC to MinnesotaCare Mandatory Referral – Screening Tool/Transfer Document		DHS-3392-Eng	1/2004
Minnesota Health Care Program – Overdue Notice		Attachment F	
Minnesota Health Care Programs – Client Option Spenddown Bill		DHS-3180-Eng	2/2004
Notice: Failure to Comply Food Support Employment & Training Program (FSET)		DHS-3227-Eng	5/2004
Self-Employment Report Form		DHS-3336-Eng	12/2003
MFIP Self-Employment Income Worksheet		DHS-3337	7/2001
Mandatory Vendor Form		DHS-3365	11/2003
MFIP Notice of Intent to Sanction – (Prior to 60-Month Extension)		DHS-3175-Eng	3/2003
Diversionsary Work Program/Minnesota Family Investment Program – Employment Services Referral		DHS-3166-Eng	3/2004
Diversionsary Work Program/Minnesota Family Investment Program – Status Update Form		DHS-3165-Eng	12/2004

Assignment and Referral to Support and Collections Child Care Assistance Program		DHS-3163-Eng	3/2004
Recognition of Parentage Husband's Non-Paternity Statement		DHS-3159c	12/1995
Minnesota Voluntary Recognition of Parentage		DHS-3159-Eng	4/2004
Notice of Disqualification for Intentional Program Violation		DHS-3134	5/2005
Request for Administrative Disqualification Hearing		DHS-3132	2/2003
Notice of Intentional Program Violation – Waiver of Administrative Disqualification Hearing		DHS-3131-Eng	4/2003
Long Term Care/County Communication Form		DHS-3050-Eng	11/2003
Financial Management Division – Medical Assistance (MA) Parental Fees –Important Notice and Parental Fee Worksheet for Fiscal Year 2005 (July 1, 2004 – June 30, 2005		DHS-2977	7/2004
Notice of Requirement to Attend School		DHS-2961	10/2002
Minnesota Department of Human Services – Request for Verification of School Attendance/Progress		DHS-2883-Eng	5/2004
Referral of a Minor Parent to Social Services		DHS-2882	4/2002
Gift or Loan Statement		DHS-2808	1/2003
Computation of MFIP Overpayment Worksheet		DHS-2776	12/2003
Notice of Overpayment		DHS-2775-Eng	5/2004
Notification of Opening/Change/Closing for MA/Minnesota Care		DHS-2686a	10/1999
Medical Service Questionnaire		DHS-2237a	10/2000
Minnesota Department of Human Services – Authorization for Release of Employment Information		DHS-2146-Eng	8/2004
Notice to Apply for Other Maintenance Benefits		DHS-2116-Eng	2/2003
Application for Support and Collections Services and Information on Child Support Enforcement		DHS-1958-Eng	6/2004
Interim Assistance Agreement		DHS-1795a	3/2003
SSI Interim Assistance Agreement		DHS-1795	3/2003
State Medical Review Team Determination of Disability		DSH-1467A	8/1995
Request for Adult Medical Examination		DHS-0161A-Eng	7/2004
State Agency Appeals Summary		DHS-0035-Eng	4/2003
Appeal to Sate Agency		DHS-0033-Eng	2/2004
Family Questionnaire			
Addiction Recovery Technology, Inc. – Adolescent Chemical Use Questionnaire			
Client Placement Authorization (CPA) – CCDTF		DHS-2780	5/2001
Douglas County Social Services – Children's Data Privacy Notification			
Interstate Compact Application Request to Place Child		DHS-1542a	2/1988
Form to Communicate Screen Results, Waiver Eligibility and MA Eligibility		WAIVForm.wpd	
Interstate Compact on the Placement of Children Request		ICPC 100A MS-2239-Eng	4/2003
DD Screening Document		DHS-3067	10/1998
Douglas County Social Services – Random Drug Testing Form			
Flexible Funding Request Form			
Youth Referral Form		Form, youth service referral	12/2003
Parent Education Services of Alexandria, Confidential Referral Form			

Dependant/Neglected State Ward Report		DHS-616	4/1993
State Adoption Exchange (SAE) – Child Registration		DHS-0967	1/1999
State Adoption Exchange (SAE) – Adoptive Applicants		DHS-0968	1/1999
Adoption Placement Agreement		DHS-0312	2/1997
Certificate of Adoption		DSH-173	2/1990
Report of Adoptive Placement or Petition		DHS-178	12/1993

SHERIFF DEPARTMENT FORMS

Name of Form	Data Practice Form #	Form #	Date of Form (Last Update)
Sheriff's Correction and Detention Data – Adult Data Subjects – Data Classification	001		1/2005
Tennessee Warning – Data Rights of Subject – (Booking)	002		
Douglas County Medial Questionnaire	003		
Douglas County Detention Facility Tuberculosis Screening Data Practice Acknowledgement	004		
JuvenileForms			
Tennessee Warning	005		
Juvenile Medical Receiving Screen Form	006		
MugShot Computer System including:			
Inmate Locator Form	008		
Inmate Details Form – Appearance	↓		
Inmate Details Form – Address			
Inmate Details Form – Occupation/Education			
Inmate Details Form – Gangs			
Inmate Details Form – AKA			
Inmate Details Form – Miscellaneous			
Inmate Biography – Hair and Facial Hair			
Inmate Biography – Markings			
Inmate Medical – Observation			
Inmate Medical – Survey Page 1			
Inmate Medical – Survey Page 2			
Inmate Medical – Survey Page 3			
Inmate Medical – Survey Page 4			
Inmate Possessions – Possessions			
Inmate Possessions – Possessions (Clothing)			
Inmate Possessions – Clothing/Commodity Issued			
Inmate Charges – Booking			
Inmate Charges – Charge			
Inmate Charges – Victims and Witnesses			
Inmate Charges – Court Details			
Inmate Charges – Conviction/Sentencing			
Inmate – Previous Bookings			
Inmate –Housing Information – Jail			
Inmate –Housing Information – Conflicts			
Inmate – Work Release			
Inmate – Temporary Inmate Release			
Inmate – Release			
Inmate – Inmate Funds			
Inmate –Inmate Notes			
Inmate – Visitor Log			
Firearms –Implied Consent Advisory	009		
Implied Consent Law –Peace Officer's Certificate	010		

Minnesota Uniform Firearm Application/Receipt	011		5/1998
Warrant Cover Sheet	012	Warrant coversheet	
Juvenile Referral Form	013		
Notification of School to Flag School Records of Missing Child	014	G:\badge\200\forms\FlagRec	
Fergus Fall Region Treatment Center – Detoxification Pick-Up	015		
Juvenile Detention Intake/Admission Decision Form	016		
Douglas County Law Enforcement Center	017		
Firearms Casualty Report	018	NA-0124-02	12/1997
Domestic Abuse Related Incident Worksheet	019	Chklst.pol	8/16/1995
Domestic Violence On-Scene Advocate Information Sheet	020		
Commercial Vehicle – Implied Consent Advisory	021		
Motor Vehicle – Implied Consent Advisory	022		August 1, 1997
Release and Indemnity Agreement – Passenger	023	G:Badge\200\Forms\Forms\ridealong	
Minnesota Recreational Vehicle Accident Report Form	024		2/1999
State of Minnesota – Watercraft Accident Report	025	NA-01066-02	
State of Minnesota – Water Accident Report (Non-Watercraft)	026	NA-01065-02	
State of Minnesota –Department of Public Safety Traffic Accident Report	027	PS-32003-07	
Douglas County Sheriff's Department – Death Report	028	G:Badge\200\Forms\Forms\deathrpt	
Request for Examination of Driver	029		
Sex Offender Notification and Registration Form – State of Minnesota Statute 243.166	030		
Douglas County Sheriff's Department – Request for House/Business Check	031		
Douglas County Hospital – Authorization to Release Protected Health Information	032		
Alexandria Clinic, PA – Authorization to Release/Disclose Information	033		
Lowry Telephone Company, Inc. – Customer Request to Trace Calls	034		
Osakis Telephone Company – Customer Request to Trace Calls	035		
Gardonville Telephone Company – Customer Request to Trace Calls	036		
Runestone Telephone Association – Customer Request to Trace Calls	037		
Emergency Hold Order Application (MN Statues 253B.05 and 253B.06)	038		
Douglas County Law Enforcement Intoxication Assessment Form	039		
Sheriff Investigation Advisory Chapter 126 Drug/Alcohol/Tobacco	040		
Form 44 – Application for Judicial Determination of probable cause to detain	041		
Form 45 – Application for Judicial Determination of probable cause to detain	042		
Form 46 – Application for Judicial Determination of probable cause to detain	043		
Alcohol Influence Report	044		

Notice to Detention Facility or Shelter Care Facility	045		
Detention Report of Peace Officer	046		
Notice of 72-Hour Police Health & Welfare Hold – Case #03-	047		
Notice and Order of License Plate Impoundment	048	PS-2486-13	
Notice and Order of Revocation	049	PS31123-20	
Offender Tracking Form	050	PS22050-03	9/2002
National Crime Information Center (NCIC) – Missing Person File	051		

ASSESSOR'S DEPARTMENT FORMS

Name of Form	Form #	Date of Form (Last Update)
Douglas County Homestead Application		

EXTENSION DEPARTMENT FORMS

Name of Form	Form #	Date of Form (Last Update)
Minnesota 4-H Member Enrollment 2004-2005		
4-H Member Information and Authorization Sheet	MIAS	7/2004

VETERANS SERVICE UNIT FORMS

Name of Form	Data Practices Form #	Date of Form (Last Update)
Douglas County Veterans Service Office Privacy Act Statement and "Tennessean Warning"	001	
Authorization for Release of Information	002	

COORDINATOR FORMS

See Data inventory.

Record of Annual Updates and Changes

Date of Update	Initials of Person Updating	Changes/Deletions
4/11/2005	HHH	<ul style="list-style-type: none"> • Updated to Word format from Works • Updated Responsible Authority & Designees Chart • Added Enforcement Section • Added General Responsibilities Section • Added Understanding and Receipt of Policy • Added web-links to Statutes/Rules for ease of use and reference • Added posters on Data Practice for each Department • Added Fee Schedules • Added Forms used to collect private or confidential data.
7/12/2005	HHS	<ul style="list-style-type: none"> • Added index of forms used to collect private data on individuals • Updated fee schedules based on change in law
9/26/2005	HHS	<ul style="list-style-type: none"> • Update table of contents
2/24/2006	HHS	<ul style="list-style-type: none"> • Update to Fees for copies of public data to comply with the updated 13.3 laws of 8/1/2005.
2/27/2006	HHS	<ul style="list-style-type: none"> • Update REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA form to include viewing or copies and fees.
3-13-2007	HHS	<ul style="list-style-type: none"> • Update forms to collect private or confidential data.
03/20/2009	HHS	<ul style="list-style-type: none"> • Update Tennessee warning with new law requiring release of SS #'s for ee and dependents for benefits.
04/25/2011 12/18/2012	HHS	<ul style="list-style-type: none"> • Update employee names
1/10/2012	HHS	<ul style="list-style-type: none"> • Add: You may not take the documents to make copies yourself. You may not remove the data from the office in which you are allowed to view it.
09/01/2013	HHS	<ul style="list-style-type: none"> • Annual Update
11/8/2013	HHS	<ul style="list-style-type: none"> • Update fee schedule on PW Responsible Authority and Survey Fees
01/16/2013	HHS	<ul style="list-style-type: none"> • Update hourly rates to MN Statute section 13.03 & Advisory Opinions

03/07/2014	HHA	<ul style="list-style-type: none"> • Change Veterans Service Officer to a responsible authority per MN Statutes. Updated Responsible Authority posters in this document.
1/1/2015	HHS	<ul style="list-style-type: none"> • Removed Public Health, as they moved to Horizon. • Updated Responsible Authority to Heather Schlangen. • Updated Compliance Official to Laurel Schlosser. • Updated Community Human Services Department and Veterans Department
01/01/2016	HHS	<ul style="list-style-type: none"> • Review
10/26/2016	HHS	<ul style="list-style-type: none"> • Updated Community Human Service Department Head and responsible authority