FRIDLEY PUBLIC SCHOOLS

A World-Class Community of Learners

722P Data Request Policy for Public Data Procedure

I. Data Request for Public Data Procedures

1. Fill out the Data Request Form – Requests for Public Data

Copy Costs – Public Requests
The school district charges individuals for copies as authorized under Minnesota Statutes, section 13.03, subdivision 3(c). The individual must pay for the copies before the school district will provide the copies.

For 100 or Fewer Paper Black and White Copies – $.25 per Page
The charge for 100 or fewer pages of black and white, letter or legal size paper copies, is $.25 for a one-sided copy and $.50 for a two-sided copy.

More than 100 Paper Black and White Copies or Other Types of Copies – Actual Cost
The charge for more than 100 pages of black and white paper copies, or any other types of copies, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data.

The school district charges the actual cost of preparing summary data. Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals.

In determining the actual cost, the school district includes the cost of the employee time, the cost of the materials (paper, DVD, etc.), and mailing costs (if any). If the request is for copies of data that the school district cannot reproduce itself, such as photographs, it will charge the actual cost it must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data and make copies is based upon the lowest hourly rate of the appropriate staff member. There is no charge for time spent separating public from not public data.

If the request involves copies of public 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 school district, the responsible authority may charge a reasonable fee for the information in addition to the costs of making and certifying the copies. Any fee charged must relate to the actual development costs of the information. The responsible authority, upon the request, shall provide sufficient documentation to explain and justify the fee being charged.

Responsible Authorities

Type of Data Requested	Name	Position	Address	Fax Number
General Public Data	Dr. Kim Hiel	**Superintendent**	6000 West Moore Lake Drive, Fridley, MN 55432	763-502-5040
Public Financial Data	Matthew Hammer	**Director of Finance**	6000 West Moore Lake Drive, Fridley, MN 55432	763-502-5040
Public Personnel Data	Jennifer Claseman	**Director of Human Resources**	6000 West Moore Lake Drive, Fridley, MN 55432	763-502-5045

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