

Guide for members of the public requesting public data

This document explains how members of the public (“you”) may request access to public data from the Minnesota Department of Children, Youth, and Families (DCYF). The purpose of this document is, in part, to fulfill the requirements of [Minnesota Statutes, section 13.025, subdivision 2](#).

What law governs my right to access public data?

The Minnesota Government Data Practices Act (MGDPA) presumes that all government data are public unless a state or federal law or temporary classification provides that the data are not public. “Government data” is a term that means all information that DCYF keeps as a state agency.

The MGDPA requires state agencies to keep government data in a way that makes it easy for you to access. You have the right to inspect public data that DCYF keeps and to receive copies of public data for a cost. The MGDPA allows DCYF to charge for copies and related costs. For more information, review the sections in this document about costs.

Data Practices Contacts

Responsible Authority

Name: Tikki Brown, Commissioner of the Minnesota Department of Children, Youth, and Families

U.S. Mail Address:
Minnesota Department of Children, Youth, and Families
Commissioner’s Office
444 Lafayette Rd
St. Paul, MN 55155

Email address: dcyf_commissioner@state.mn.us

Data Practices Compliance Official

Name: To be named.

U.S. Mail Address:
Minnesota Department of Children, Youth, and Families
Commissioner’s Office
444 Lafayette Rd
St. Paul, MN 55155

Email address: dcyf_commissioner@state.mn.us

What is a data request?

A data request is a written request from a member of the public to access data maintained by DCYF.

How do I make a data request?

Data requests must be made in writing. DCYF does not require you to use a form to request public data. However, if you are requesting public data, a data request form is available for your convenience.

If you choose not to use the available form, write down a specific description of the data you are seeking. Your written request should include:

- A statement that you are a member of the public and you are making a request for data under the Minnesota Government Data Practices Act,
- A clear description of the data you would like to access, and
- A statement that you would like to receive copies of the data or look at (“inspect”) the data.

Where do I send my data request?

The responsible authority is the official designated by law as the individual responsible for the collection, use, and dissemination of a government entity’s data. At DCYF, the responsible authority is the Commissioner.

Data requests and concerns generally are handled by staff members assigned to respond to requests for the DCYF responsible authority. Please send your request:

By email to: DCYF.datarequest@state.mn.us

By U.S. mail to:

Minnesota Department of Children, Youth, and Families
Attention: Data Request
444 Lafayette Rd
St. Paul, MN 55155

Media. If you are a member of the media, you may send your data request to a DCYF communications person.

How does DCYF respond to data requests?

DCYF responds to data requests in three ways:

1. **No responsive data:** If DCYF does not have any data responsive to a request, DCYF will notify you.
2. **Responsive data classified as confidential or private not about you:** If DCYF has data responsive to the request, but the data is confidential or private data that is not about you, DCYF will notify you. The MGDPA requires that when DCYF withholds data classified as not public, and DCYF will provide the law that classifies the data as not public when notifying.
3. **Responsive data collected, reviewed, and disclosed:** If DCYF has data responsive to your request, and the data is classified as public or private about you, DCYF will begin the process to collect, review, and disclose the data.

After DCYF determines that responsive data exists, DCYF collects the data, reviews the data to ensure that it meets the criteria for public data, and discloses the data to you. DCYF makes copies of the data or makes the data available for in-person inspection. DCYF may provide copies of data by CD. When the volume of responsive data is high, DCYF may disclose data on a rolling basis until all responsive data has been given to you.

How long will it take to get the data I requested?

The MGDPA requires DCYF to fulfill requests for public data within a reasonable amount of time. The time it takes to fulfill a request depends on the volume of responsive data and the complexity of your request. If you write your request to be specific and concise, DCYF will be more able to efficiently locate, review, and disclose the data. Requests that seek a broad range of data, or unclear types of data, often yield high volumes of data, which take longer to process.

After you have looked at the data you requested, DCYF does not have to let you see the data again for six months, unless DCYF collects or creates more data about you within that time period. You do not have to wait six months to see the data again if DCYF has collected new data about you, or if you have challenged any of the data, or if you are appealing the results of that challenge.

What if the request would require DCYF to create new data or I want the data in a particular format?

The MGDPA does not require DCYF to create or collect new data to respond to a data request. This means that if data does not exist at DCYF, DCYF cannot disclose it in response to a data request. If DCYF agrees to create data to respond to a request, DCYF will work out the details of that request with you, including the cost of creating data.

The MGDPA also does not require DCYF to create new formats of requested data. This means that DCYF is not required to disclose data in a particular format. DCYF is also not required to scan data that is only in paper form to respond to a request that seeks data in an electronic format.

Although the MGDPA does not require DCYF to answer questions that are not data requests, DCYF typically attempts to answer questions from the public.

How much does it cost to look at or “inspect” public data?

DCYF does not charge to look at or “inspect” public data. This inspection must take place at DCYF, at a time and place arranged by DCYF, and you may not take or copy data from DCYF without first paying the costs outlined below.

What if I want to take the data after “inspecting” it?

If you request copies of data after inspecting the data, DCYF may charge you a prorated amount of the actual costs related to the request unless you are requesting paper copies of 100 or fewer pages, in which case you are only responsible for the copy charges listed below. For example, if 1000 pages of data are made available to you to inspect, and you want copies of 200 pages, you must pay 20 percent of the actual costs to receive the copies.

What if I want to have all the data sent to me (without first inspecting it)?

If you would like copies of the data sent to you without first inspecting the data, DCYF will contact you to provide you with an estimate for how much it will cost to send the requested data to you and information about how the data will be delivered to you.

How does DCYF calculate the actual costs of a request?

For members of the public, DCYF computes the actual costs related to a request by multiplying the hourly pay rates of the DCYF staff involved in the request by the time required to:

- Search and retrieve the responsive data.
- Make, certify, sort, and electronically transmit or mail the data.

DCYF uses hourly staff pay rates to calculate the actual costs related to a request. These rates are based on the median wages and are calculated based on the wages/salary of the lowest-paid DCYF employee who could complete the task.

How much do the copies cost?

In addition to the actual costs of a request, if applicable, DCYF may also charge for the copies of the data.

- Paper copies
 - 100 or fewer pages: DCYF may charge 25 cents per page for a one-sided copy or 50 cents per page for a two-sided copy.
 - More than 100 pages: DCYF may charge 8 cents per page for a one-sided copy or 16 cents per page for a two-sided copy.
- Electronic copies: DCYF may charge for physical media to provide the electronic copies.

For accessible formats of this publication or assistance, write to dcyf_datarequest@state.mn.us or use your preferred relay service.

Attention. If you need free help interpreting this document, call the above number.

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ملاحظة: إذا أردت مساعدة مجانية لترجمة هذه الوثيقة، اتصل على الرقم أعلاه.

သတိ။ ဤစာရွက်စာတမ်းအားအခမဲ့ဘာသာပြန်ပေးခြင်း အကူအညီလိုအပ်ပါက၊ အထက်ပါဖုန်းနံပါတ်ကိုခေါ်ဆိုပါ။

កំណត់សំគាល់ ។ បើអ្នកត្រូវការជំនួយក្នុងការបកប្រែឯកសារនេះដោយឥតគិតថ្លៃ សូមហៅទូរស័ព្ទតាមលេខខាងលើ ។

請注意，如果您需要免費協助傳譯這份文件，請撥打上面的電話號碼。

Attention. Si vous avez besoin d'une aide gratuite pour interpréter le présent document, veuillez appeler au numéro ci-dessus.

Thov ua twb zoo nyeem. Yog hais tias koj xav tau kev pab txhais lus rau tsab ntaub ntawv no pub dawb, ces hu rau tus najnpawb xov tooj saum toj no.

ဟ်သူဉ်ဟ်သးဘဉ်တက့ၢ်. ဝဲန့ၢ်လိၣ်ဘဉ်တၢ်မၤတၢ်ကလိလၢတၢ်ကကျိးထံဝဲဒၣ်လၢ် တီလံာ်မိတခါအံၤန့ၣ်,ကိးဘဉ်လိဝဲစိနီၣ်ဂံၢ်လၢထးအံၤန့ၣ်တက့ၢ်.

알려드립니다. 이 문서에 대한 이해를 돕기 위해 무료로 제공되는 도움을 받으시려면 위의 전화번호로 연락하십시오.

ໂປຣດຊາບ. ຖ້າຫາກ ທ່ານຕ້ອງການການຊ່ວຍເຫຼືອໃນການແປເອກະສານນີ້ພຣີ, ຈົ່ງໂທໂປທີ່ໝາຍເລກຂ້າງເທິງນີ້.

Hubachiisa. Dokumentiin kun tola akka siif hiikamu gargaarsa hoo feete, lakkoobsa gubbatti kenname bilbili.

Внимание: если вам нужна бесплатная помощь в устном переводе данного документа, позвоните по указанному выше телефону.

Digniin. Haddii aad u baahantahay caawimaad lacag-la' aan ah ee tarjumaadda qoraalkan, lambarka kore wac.

Atención. Si desea recibir asistencia gratuita para interpretar este documento, llame al número indicado arriba.

Chú ý. Nếu quý vị cần được giúp đỡ dịch tài liệu này miễn phí, xin gọi số bên trên.

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