

Policy 101: Access to Public Data

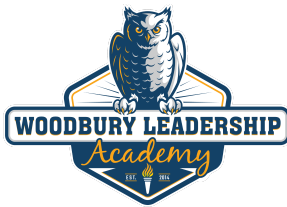
Adopted: July 12, 2016

Revised: April 22, 2020

You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows the agency to charge for copies. You have the right to look at data free of charge, before deciding to request copies.

Government data collected, created, received, maintained or disseminated by Woodbury Leadership Academy (WLA) is public unless classified by statute, or temporary classification, or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential. On request to WLA, a person is permitted to inspect public government data at reasonable times and places, and, on request, informed of the data's meaning. If a person requests copies or electronic transmittal of the data to the person, WLA will require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data.

1. Requests for Public Data are accepted in written form and may be mailed to the Responsible Authority for processing; request form follows.
2. A person requesting access for the purpose of inspection, is not assessed a charge to inspect data. Inspection(s) will take place by appointment only. Contact the Business office to make an appointment. Inspection does not include the printing of copies by WLA or its designee.
3. In the event of requests for copies or electronic transmittal of the data, WLA requires the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data.
4. If 100 or fewer pages of black and white, single side, letter or legal size paper copies or electronic images are requested, actual costs are not used and WLA will charge 25 cents for each copy or image provided. If WLA or its designee is not able to provide copies or electronic images at the time a request is made, copies will be supplied as soon as reasonably possible.
5. Requests for copies or images resulting in charges/fees of \$10.00 or more will be invoiced and collected before delivery of the material(s).



Public Data Request Form

Date of Request:

Method to Access Data: Inspection Copies Both Inspection and Copies

Describe the data you are requesting. Please be specific. Use additional pages if necessary.

You are not required to provide contact information however if you are requesting to receive copies of data it is necessary that we have a method to prove that data to you. In addition, failure to provide contact information may delay processing of your request. If the Woodbury Leadership Academy (WLA) does not understand your request and needs to get clarification from you, without contact information WLA may not be able to process at all, or a portion of, your request until you contact WLA again.

Contact Information:

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Return this form to:

Woodbury Leadership Academy
8089 Globe Drive Woodbury, MN 55125
Or, send to info@wlamn.org