DATA PRACTICES

PURSUANT to Minnesota Statutes, section 13.05, the Minnesota Government Data Practices Act, the **Responsible Authority (RA)** for the Scott County Community Development Agency (CDA) is:

Julie Siegert, Executive Director

PURSUANT to Minnesota Statutes, section 13.05, the Minnesota Government Data Practices Act, the **Data Practices Compliance Official (DPCO)** for the Scott County CDA is:

Sarah Kidwell, Deputy Executive Director

Inquiries regarding government data created, maintained, or disseminated by the Scott County CDA are to be made to the following designees:

Housing Programs
Molly Link, Housing Director
(952) 641-5185 | mlink@scottcda.org

Financial
Adam Johnson, Finance Director
(952) 641-5179 | ajohnson@scottcda.org

Business & Community Development
Jo Foust, Business & Economic Development Director
(952) 496-8830 | jfoust@scottfss.org

Administration
Sarah Kidwell, Deputy Executive Director
(952) 487-8730 | skidwell@scottcda.org

NOTE: In the absence of any of the above-listed designees, requests may be made to the DPCO.

Request for data forms are available at the offices of the Scott County CDA. Requests for data clearly classified as public may be received and processed by the designee or staff in the department where the request was made. Disputes regarding the release of data will be referred to the DPCO during normal business hours. No data under dispute will be released by agency staff. A copy of the Scott County CDA's Guides for Requesting Information is available for review upon request.

Guide for Members of the Public Requesting Information

Scott County Community Development Agency (CDA)

Data Practices Policy for the Public

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

Reviewed May 2026

Boilerplate for this document has been provided by:

MN Department of Administration, Information Policy Analysis Division 201 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155 Voice: 651.296.6733 or 800.657.3721 Fax: 651.205.4219 Email: info.dpo@state.mn.us Website: https://mn.gov/admin/data-practices/data/rules/policies/ July 2025

Right to See Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that the Scott County CDA must keep all government data in a way that makes it easy for you to access public data. 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 us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

To look at data or request copies of data that the Scott County CDA keeps, make a written request for data to the appropriate individual listed in the Data Practices Contacts document on page 1. You may make your written *request* for data by mail, fax, or email, using the data request form on page 5.

If you choose not to use the data request form, your written request should:

- Say you are a member of the public making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to look at the data, get copies of the data, or both; and
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your written request, we will review it.

- We may ask you to clarify what data you are requesting. If you do not respond to a request for clarification within 10 business days we will conclude that you no longer want the data and will consider your request closed.
- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but we are not allowed to give it to you, we will notify you in writing as soon as reasonably possible and identify the law that prevents us from providing the data.

- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
    - Arrange a date, time, and place for you to inspect the data at our offices, or
    - You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format. Prepayment is required and information about charges is on page 4.
    - Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
    - If you do not arrange to inspect the data or pay for the copies within 5 business days after we tell you the data are ready, we will suspend any further response until you inspect the data or collect any pay for data that have been produced.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or that are not requests for government data.

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. The Scott County CDA will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. You may use the data request form on page 5 to request summary data. We will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts

Responsible Authority

Executive Director
100 5th Avenue E, Shakopee MN 55379
952-402-9022

As the Responsible Authority, the Executive Director, designates the following positions as data practices compliance official and designees:

Data Practices Compliance Official

Deputy Executive Director

Data Practices Designee(s):

Housing Programs - Housing Director
Financial - Finance Director
Business & Community Development - Business & Economic Development Director
Administration – Deputy Executive Director

Copy Costs – When You Request Public Data

The Scott County CDA charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

We do not charge for copies if the cost is less than $10.

For 100 or Fewer Paper Copies – 25 Cents Per Page

100 or fewer pages of black and white, letter or legal-size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most Other Types of Copies – Actual Cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data and making the copies or electronically sending the data.

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Data Request Form – Members of the Public

Request Date: _____

The data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

I am requesting access to data in the following way:

Note: inspection is free, but we charge for copies when the cost is over $10.00.

☐ Inspection ☐ Copies ☐ Both inspection and copies

Contact Information*

Name: _____

Address: _____

Phone number: _____ Email address: _____

*You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

The Scott County CDA will respond to your request as soon as reasonably possible.