

Data Practices Policy for the Public

City of Rochester Organizational Policy

Your Right to See Public Data

The Government Data Practices Act (GDPA), Minnesota Statutes, Chapter 13, regulates the data of all government agencies in the State. The GDPA defines government data as all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc. The GDPA allows you, as a member of the public, to see government data. The law also states the following:

1. All government data are public unless a state or federal law says the data are not public.
2. The City of Rochester (the City) must make it easy for you to access public data.
3. You can look at data (inspect) for free.
4. You can request copies of public data for a charge.
5. You can look at data (inspect) before deciding to ask for copies.

The GDPA does not require us to create or collect new data in response to a data request. It also does not require us to change the specific form or arrangement of data we provide. For example, if the data you request are on paper, we do not have to create electronic documents for your request. If we agree to create data for your request, we will work with you on the details such as cost and response time.

How to Request Public Data

Submit a request for government records using the [Public Records Center](#) Or

Make a written request in-person at the City Clerk's Office during normal business hours.

If you do not use the [Public Records Center](#), your written request should include:

- A statement that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Whether you would like to inspect the data, get copies of the data, or both.
- A clear description of the data.
- 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 request, we will review it. Depending on the data, we will respond in one of the following ways:

1. We may ask you to clarify what data you are requesting.
2. If we do not have data, we will notify you in writing within ten business days.
3. If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
4. 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

Following our response, you will have 30 business days to either arrange to see the data or pay for copies. If you do not respond within 30 days, we will close your request.

When we have the data and it is public, you can either arrange a date and time to view the data at our City Clerk's office; or request physical or electronic copies of the data.

When you request copies, we will provide notice to you about our requirement to prepay for copies.

You may pick up your copies from the Clerk's Office. We can also mail them to you, or we can upload copies into the Public Records Center for you to access. We can provide electronic copies (such as email or CD-ROM) upon request, if we both keep the data in that format and can reasonably make a copy. Response time may be impacted by both the size or complexity of your request and the number of requests you make.

How to Ask Questions about Records

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

The City is not required to respond to questions, if not related to a request for government records.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data.

We will consider requests for summary data if you make your request in writing and agree to pre-pay/pay for the cost of creating the data.

You may use the Public Records Center to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you for creating the data.

Data Practices Contacts

Responsible Authority

Ann Kasel
City Clerk
201 4th Street S.E. Room 135
Rochester, MN 55904
507-328-2049
Records@rochestermn.gov

Data Practices Compliance Official

Michael Spindler-Krage
City Attorney
201 4th Street SE
Room 247, City Hall
Rochester, MN 55904
Phone: 507-328-2100
[City Attorney Contact List](#)

Data Practices City Records Manager

Jennifer Kellogg
City Records Manager
201 4th Street SE
Room 135, City Hall
Rochester, MN 55904-3742
Phone: 507-328-2049
Records@rochestermn.gov

Department Data Practices Designees

COR Department	Responsible Authority	Data Practices Designee
311	City Clerk, Ann Kasel	Leslie Durhman
Administration	City Clerk, Ann Kasel	Aaron Parrish
City Attorney	City Clerk, Ann Kasel	Jody Houghton
City Clerk	City Clerk, Ann Kasel	Jennifer Kellogg
Community Development/ Building Safety	City Clerk, Ann Kasel	Maribeth Cooper
Finance	City Clerk, Ann Kasel	Brian Anderson
Human Resources	City Clerk, Ann Kasel	Tim Comstock
Mayo Civic Center	City Clerk, Ann Kasel	Deanna Meyer
Mayor's Office	City Clerk, Ann Kasel	Michon Rogers
Parking and Transit	City Clerk, Ann Kasel	Ia Xiong
Public Works	City Clerk, Ann Kasel	Maribeth Cooper Heather Peterson
Rochester Public Library	City Clerk, Ann Kasel	Purna Gurung
Rochester Police Department	City Clerk, Ann Kasel	Rachel Lehman
Rochester Fire Department	City Clerk, Ann Kasel	Monica Flom
Rochester Airport Company	City Clerk, Ann Kasel	Kurt Claussen
Rochester Parks & Rec	City Clerk, Ann Kasel	Mike Nigbur
Rochester Civic Music	City Clerk, Ann Kasel	Mary Fuhrmeister
Rochester Public Utilities	City Clerk, Ann Kasel	Peter Hogan
Water Reclamation Plant	City Clerk, Ann Kasel	Maribeth Cooper

Copy Costs – When You Request Public Data

Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies. If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

City of Rochester Schedule of Fees and Charges

It is the City of Rochester's policy to charge for copies. The City does not waive fees for media requests. No fee shall be charged to inspect data at the Rochester City Hall Records Inspection Room.

Copies or Transmission of Electronic Records = Actual Cost

Copies or Transmission of Paper Records up to 100 pages = \$0.25 per page

Copies or Transmission of Paper Records over 100 pages = Actual Cost

The GDPA ([Minn. Stat. §13.03, subd. 3](#), referencing members of the public) allows the City to charge actual costs for researching and compiling government data. However, the process of separating public from not public data is never charged. Fees shall be reasonable and reflect only the actual cost of gathering, duplicating, and sending or transmitting the data. Actual costs shall be calculated based on the current hourly wage of the lowest-paid employee who could complete the task.

Fees totaling \$50.00 or more shall be collected before releasing copies, unless prior arrangements have been made.

Associated Forms

- N/A

Legal & Statutory Authority

- MN Statutes, Sections 13.025 and 13.03

Approval & Policy Revisions

Policy revisions approved on June 1st, 2025

Ann Kasel, City Clerk

Policy History

Current Revision: 06/01/2025

Previous Revision(s):