

City Of Pierz Data Practices Policy (Small City Version)

I. City of Pierz Data Request Procedures/Purpose

The City of Pierz will provide access to government data in accordance with Minnesota Statutes Chapter 13.

II. Responsible Authority

The City Administrator serves as the Responsible Authority and Data Practices Compliance Official.

III. Requesting Data

- Requests may be made in person, by mail, email, or using the City's Data Request Form.
- Requests should be as specific as possible.
- Individuals are not required to provide their name or reason for requesting public data.

IV. City Response

- The City will respond promptly and within a reasonable time.
- If the request cannot be immediately completed, staff will provide an estimated timeline.

V. Access to Data

Public data may be:

- Inspected at City Hall (no charge), or
- Provided as paper or electronic copies

The City is not required to create new data.

VI. Fees

- Inspection: Free
- Copies:
 - \$0.25 per page (first 100 pages)
 - Over 100 pages: actual cost (including staff time)

Prepayment may be required for large requests.

VII. Non-Public Data

If requested data is not public:

- The request will be denied or limited
- The City will provide the legal reason for denial

Private data will only be released to the data subject after identity verification.

VII. Non-Public Data

If requested data is not public:

VIII. Documentation

The City will document requests using its Data Request Form.

IX. Availability

This procedure and request form will be available at City Hall and on the City website.