

# City of Vergas

## Data Practices Policy

**Adopted:** October 21, 2025

**Review Date:** Annually (August 1)

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### 1. Purpose and Authority

This policy is adopted pursuant to **Minnesota Statutes, Chapter 13** (the **Minnesota Government Data Practices Act**). The purpose of this policy is to:

- Ensure compliance with state law.
  - Promote transparency and accountability.
  - Protect the rights of individuals.
  - Provide clear procedures for the public and city staff regarding access to government data.
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### 2. Scope

This policy applies to all government data collected, created, received, maintained, or disseminated by the **City of Vergas**, including all city departments, employees, boards, commissions, and contractors acting on behalf of the City.

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### 3. Definitions

- **Government Data:** All data collected, created, received, maintained, or disseminated by the City, regardless of form.
  - **Public Data:** Data accessible by anyone for inspection or copying.
  - **Private Data on Individuals:** Data about an individual that is not public but accessible to the subject.
  - **Confidential Data on Individuals:** Data about an individual that is not accessible to the public or the subject.
  - **Nonpublic Data / Protected Nonpublic Data:** Data not accessible to the public but accessible to the data subject or certain government entities.
  - **Responsible Authority (RA):** The person designated to ensure compliance with the Act.
  - **Data Practices Compliance Official (DPCO):** The staff person designated by the RA to receive and respond to data requests.
  - **Data Subject:** The individual who the data is about.
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### 4. Responsible Authority and Compliance Official

- The **City Clerk** is hereby designated as the **Responsible Authority** for the City of Vergas.

- The City Clerk also serves as the **Data Practices Compliance Official (DPCO)** and the primary contact for data requests.

**Contact Information:**

City Clerk – Responsible Authority

City of Vergas

131 E Main St PO Box 32 Vergas Mn 56587-0032

Phone: 218-409-8275

Email: jammers@cityofvergas.com

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## 5. Data Classifications

All government data maintained by the City is classified by law as:

1. **Public**
2. **Private on individuals**
3. **Confidential on individuals**
4. **Nonpublic (not on individuals)**
5. **Protected Nonpublic (not on individuals)**

By default, government data is **public** unless classified otherwise by state or federal law.

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## 6. Access to Public Data

- Any member of the public may request access to public data.
  - Requests may be made:
    - In person at City Hall
    - By mail
    - By email
    - By completing a **Public Data Request Form** (available on the City website or at City Hall).
  - The requester does not need to state a reason for the request.
  - The City will respond within a **reasonable time**, usually within **10 business days**.
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## 7. Access to Private Data

- Individuals have the right to access data the City maintains about them.
  - Verification of identity is required before access is granted.
  - Individuals may also request corrections if they believe data about them is inaccurate or incomplete.
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## 8. Denial of Access

- If a request is denied, the City will provide a written explanation citing the specific legal authority for the denial.

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## 9. Fees and Charges

- **Inspection of public data is free.**
- **Copies:** The City may charge the actual cost of searching for, retrieving, and making copies of data, including staff time.
- **Standard fees** (subject to update by resolution):
  - Black & white copies: \$0.25 per page
  - Color copies: \$0.50 per page
  - Staff time: Actual hourly rate after the first hour
  - Electronic media (USB, CD, etc.): Actual cost
- Prepayment may be required for large or complex requests.

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## 10. Summary Data

Upon request, the City will prepare **summary data** (data from which identifying information has been removed) if it can be done without unreasonable cost. Fees may apply.

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## 11. Tennessean Warnings

When the City collects private or confidential data directly from an individual, it will provide a **Tennessean Warning** notice as required by law, explaining:

1. The purpose and intended use of the data.
2. Whether the individual may refuse to provide the data.
3. Any consequences of refusing to provide the data.
4. Who else is authorized by law to receive the data.

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## 12. Data Security and Retention

- Nonpublic data must be stored securely and accessed only by authorized personnel.
- The City follows the official **Records Retention Schedule** approved by the Minnesota Records Disposition Panel.
- Data will be destroyed securely when retention requirements are met.

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## 13. Appeals and Complaints

- Individuals who disagree with the City's response to a data request may appeal to the **Minnesota Commissioner of Administration** under Minn. Stat. § 13.085.
  - Complaints about improper handling of data may be filed with the City Clerk.
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## **14. Training**

- City employees who access or handle government data must receive periodic training on this policy and the MGDPA.
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## **15. Annual Review**

This policy will be reviewed annually and updated as necessary to ensure compliance with changes in law.

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## **16. Policy Availability**

This policy is available to the public at City Hall and on the City of Vergas website.

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## **Appendix A: Forms**

- Public Data Request Form
- Data Subject Access/Correction Form
- Tennessen Warning Template
- Fee Schedule