

1205.0300 ACCESS TO PUBLIC DATA.

Subpart 1. **General.** The responsible authority shall comply with the following general rules governing access to public data.

Subp. 2. **Who may see public data.** The responsible authority shall provide access to public data to any person, without regard to the nature of that person's interest in the data.

Subp. 3. **Access procedures.** The responsible authority shall establish procedures to describe how such access may be gained. The procedures established shall be in compliance with Minnesota Statutes, section 13.03. In such procedures, the responsible authority may limit the time during which access to public data is available to the time during which the normal operations of the agency are conducted. In such procedures, the responsible authority shall provide for a response to a request for access within a reasonable time.

Subp. 4. **Determining fee for copies.** The responsible authority may charge a reasonable fee for providing copies of public data.

In determining the amount of the reasonable fee, the responsible authority shall be guided by the following:

- A. the cost of materials, including paper, used to provide the copies;
- B. the cost of the labor required to prepare the copies;
- C. any schedule of standard copying charges as established by the agency in its normal course of operations;
- D. any special costs necessary to produce such copies from machine based record keeping systems, including but not limited to computers and microfilm systems; and
- E. mailing costs.

Statutory Authority: *MS s 13.07*

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