

## **1205.1200 DUTIES OF THE RESPONSIBLE AUTHORITY RELATING TO PUBLIC ACCOUNTABILITY.**

Subpart 1. **General.** Pursuant to Minnesota Statutes, section 13.05, the duties of the responsible authority shall include but not be limited to the following.

Subp. 2. **Informing public where to direct inquiries.** For the purposes of public accountability, the responsible authority shall, by October 31, 1981, or until August 1 of each year when the requirements of subpart 3 are fully complied with, place his/her name, job title and business address, and the name(s) and job titles of any designees selected by the responsible authority on a document. Such document shall be made available to the public and/or posted in a conspicuous place by each entity. The document shall identify the responsible authority or designees as the persons responsible for answering inquiries from the public concerning the provisions of the act or of this chapter.

Subp. 3. **Information required by public notice.** In the public document to be prepared or updated by August 1 of each year as required by Minnesota Statutes, section 13.05, the responsible authority shall identify and describe by type all records, files, or processes maintained by his/her entity, which contain private or confidential data. In addition to the items to be placed in the public document as required by Minnesota Statutes, section 13.05, the responsible authority shall include the following: the name, title, and address of designees appointed by the responsible authority; identification of the files or systems for which each designee is responsible; and a citation of the state statute or federal law which classifies each type of data as private or confidential.

Subp. 4. **Required readability in public notice.** The responsible authority shall draft the descriptions of the types of records, files, and processes in easily understandable English. Technical or uncommon expressions understandable only by a minority of the general public shall be avoided, except where required by the subject matter.

Subp. 5. **Form of public notice.** The responsible authority may use the form set forth in part 1205.2000 to prepare this public document.

**Statutory Authority:** *MS s 13.07*

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