

Guide for Requesting Information about You from Yellow Medicine County

This document also discusses your rights when government entities collect and keep information about you. Minnesota Statutes, section 13.05, subdivision 8, requires us to have this document.



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Data about You

The Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

Classification of Data about You

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

Public data: We must give public data to anyone who asks; it does not matter who is asking for the data or why. The following is an example of public data about you: *if you are an employee of a government entity, the fact that you work for the entity, and your job title and bargaining unit is public.*

Private data: We cannot give private data to the general public, but you have access when the data are about you. The following is an example of private data about you: *your Social Security number.* We can share your private data with you, with someone who has your permission, with Yellow Medicine County staff who need the data to do their work, and as permitted by law or court order.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. The following is an example of confidential data about you: *if you register a complaint with a government entity concerning violations of state laws or local ordinances concerning the use of real property, your identity is confidential.* We can share confidential data about you with Yellow Medicine County staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

Your Rights under the Data Practices Act

Yellow Medicine County must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

Your Access to Your Data: You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask Yellow Medicine County not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents

access to the data. We will make the final decision about your request based on your best interests. Note: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

When We Collect Data from You: When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessee warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

Protecting your Data: The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

When your Data are Inaccurate and/or Incomplete: You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data, or request copies of data that Yellow Medicine County keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts page herein. You may make your written request by mail, fax, or email, using the data request form found in this guide.

If you choose not to use the data request form, your *written request* should include:

- that you are making a request, under the Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- LI a clear description of the data you would like to inspect or have copied; and
- LI identifying information that proves you are the data subject, or data subject's parent/guardian.

Yellow Medicine County requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity document located in this guide.

How We Respond to a Data Request

Once you make your written request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

If we do not have the data, we will notify you in writing within 10 business days.

If we have the data, but the data are confidential or private data that are not about you, we will notify you in writing within 10 business days and state which specific law says you cannot access the data.

If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:

- arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
- provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format. Information about copy charges is included with this guide. We also will arrange for you to prepay for the copies.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Data Practices Act to respond to questions that are not requests for data.

Yellow Medicine County Data Practices Contacts

Responsible Authority (RA)

Minnesota Rules 1205.0200 Subp. 14. Responsible authority in political subdivisions. In political subdivisions, the responsible authority shall be as follows, unless otherwise provided by state law:

A. For counties, each elected official of the county shall be the responsible authority for the official's office. An individual who is an employee of the county shall be appointed by the county board to be the responsible authority for any data administered outside the offices of elected officials.

RA for data outside of offices of elected officials:

Peggy Heglund, County Administrator

180 8th Ave.

Granite Falls, MN 56241

Phone: (320) 564-5841

Fax: (320) 564-3670

[Email: peg.heglund@co.ym.mn.gov](mailto:peg.heglund@co.ym.mn.gov)

RA for elected Commissioner District I:
Commissioner Greg Renneke
180 8th Ave.
Granite Falls, MN 56241
Phone: (320) 564-5841
Fax: (320) 564-3670
[Email: greg.renneke@co.ym.mn.gov](mailto:greg.renneke@co.ym.mn.gov)

RA for elected Commissioner District II:
Commissioner John Berends
180 8th Ave.
Granite Falls, MN 56241
Phone: (320) 564-5841
Fax: (320) 564-3670
[Email: john.berends@co.ym.mn.gov](mailto:john.berends@co.ym.mn.gov)

RA for elected Commissioner District III:
Commissioner Gary Johnson
180 8th Ave.
Granite Falls, MN 56241
Phone: (320) 564-5841
Fax: (320) 564-3670
[Email: gary.johnson@co.ym.mn.gov](mailto:gary.johnson@co.ym.mn.gov)

RA for elected Commissioner District IV:
Commissioner Ron Antony
180 8th Ave.
Granite Falls, MN 56241
Phone: (320) 564-5841
Fax: (320) 564-3670
[Email: ron.antony@co.ym.mn.gov](mailto:ron.antony@co.ym.mn.gov)

RA for elected Commissioner District V:
Commissioner Louis Sherlin
180 8th Ave.
Granite Falls, MN 56241
Phone: (320) 564-5841
Fax: (320) 564-3670
[Email: louis.sherlin@co.ym.mn.gov](mailto:louis.sherlin@co.ym.mn.gov)

RA for elected County Sheriff:
County Sheriff Bill Flaten
415 9th Ave.
Granite Falls, MN 56241
Phone: (320) 564-2130
Fax: (320) 564-2359
[Email: bill.flaten@co.ym.mn.gov](mailto:bill.flaten@co.ym.mn.gov)

RA for elected County Attorney:
County Attorney Keith Helgeson
1415 9th Ave.
Granite Falls, MN 56241
Phone: (320) 564-5832
Fax: (320) 564-3231
[Email: keith.helgeson@co.ym.mn.gov](mailto:keith.helgeson@co.ym.mn.gov)

Minnesota Statute 13.46, Welfare Data: Subd. 10. Responsible authority.

(a) not withstanding any other provision of this chapter to the contrary, the responsible authority for each component of the welfare system listed in subdivision 1, clause (c), shall be as follows: (2) the responsible authority of a county welfare agency is the director of the county welfare agency

RA for County Welfare Agency:

Rae Ann Keeler-Aus, County Family Services, Director

415 9th Ave.

Granite Falls, MN 56241

Phone: (320) 564-2211

Fax: (320) 564-4165

[Email: raeann.keeleraus@co.ym.mn.gov](mailto:raeann.keeleraus@co.ym.mn.gov)

Data Practices Designees

Designee for elected County Commissioner Offices:

Peg Heglund, County Administrator,

180 8th Ave.

Granite Falls, MN 56241

Phone: (320) 564-5841

Fax: (320) 564-3670

[Email: peg.heglund@co.ym.mn.gov](mailto:peg.heglund@co.ym.mn.gov)

Designee for County Assessor's Department:

Connie Erickson, County Assessor

180 8th Ave.

Granite Falls, MN 56241

Phone: (320) 564-3628

Fax: (320) 564-3670

[Email: connie.erickson@co.ym.mn.gov](mailto:connie.erickson@co.ym.mn.gov)

Designee for County Property & Public Services Department:

Janel Timm, Property & Public Services Director

180 8th Ave.

Granite Falls, MN 56241

Phone: (320) 564-3132

Fax: (320) 564-

janel.timm@co.ym.mn.gov

Designee for County Ditch Department:

Christopher Balfany, Ditch Inspector

1000 10th Ave.

Clarkfield, MN 56223

Phone: (320) 669-1174

Fax: (320) 669-7525

[Email: christopher.balfany@co.ym.mn.gov](mailto:christopher.balfany@co.ym.mn.gov)

Designee for County Highway Department:
Andy Sander, County Engineer
1320 13th Street
Granite Falls, MN 56241
Phone: (320) 564-3331
Fax: (320) 564-2140
[Email: andy.sander@co.ym.mn.gov](mailto:andy.sander@co.ym.mn.gov)

Designee for Information Technology Department:
Dennis Pederson, Jr., County IT Coordinator
415 9th Ave.
Granite Falls, MN 56241
Phone: (320) 564-5840
Fax: (320) (320) 564-4165 [Email:](mailto:dennis.pederson@co.ym.mn.gov)
dennis.pederson@co.ym.mn.gov

Designee for Maintenance Department:
Rick Wandersee, Head Maintenance Engineer/Custodian
415 9th Avenue
Granite Falls, MN 56241
Phone: (320) 564-5884
Fax: (320) 564-2475
[Email: rick.wandersee@co.ym.mn.gov](mailto:rick.wandersee@co.ym.mn.gov)

Designee for Planning & Zoning Department:
Chris Balfany, County Planning & Zoning Director
100 10th Ave., PO Box 675
Clarkfield, MN 56223
Phone: (320) 669-7524
Fax: (320) 669-7525 [Email:](mailto:chris.balfany@co.ym.mn.gov)
chris.balfany@co.ym.mn.gov

Designee for Restorative Justice Department:
Sharon Hendrichs, Restorative Justice
Coordinator 415 9th Ave., Suite 102
Phone: (320) 564-5867
Fax: (320) 564-3762
[Email: sharon.hendrichs@co.ym.mn.gov](mailto:sharon.hendrichs@co.ym.mn.gov)

Designee for County Veterans Service:
Michelle Gatz, County VSO
415 9th Avenue
Granite Falls, MN 56241
Phone: (320) 564-3134
Fax: (320) 564-2475
[Email: michelle.gatz@co.ym.mn.gov](mailto:michelle.gatz@co.ym.mn.gov)

Data Practices Compliance Official

Peg Heglund, County Administrator
415 9th Ave., Suite 102

Granite Falls, MN 56241

Phone: (320) 564-5841

Fax: (320) 564-3670

[Email: peg.heglund@co.ym.mn.gov](mailto:peg.heglund@co.ym.mn.gov)

Copy Costs - Data Subjects Yellow Medicine County

Yellow Medicine County charges data subjects for copies of government data. These charges are authorized under section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

The following provides information about the allowable charge when the data requester *is the subject of the data*. The copy charges discussed are based on the requirements of Minnesota Statutes, section 13.04, subdivision 3. The chart below includes links to Minnesota Rules, Chapter 1205 and Commissioner of Administration Advisory Opinions that help interpret the requirements in the statute. **ote: In situations where specific charges are set by statute or rule, Yellow Medicine County will follow the applicable statutory language, rather than the requirements described in this document.**

Charge for Copies – Actual Cost

When a data subject asks for copies, Yellow Medicine County will charge the actual cost for an employee to make paper copies or to print copies of electronically stored data. The chart below should be used for guidance in determining actual cost.

May be included in actual cost	Rules & Opinion(s)	May <i>not</i> be included in actual cost	Rules & Opinion(s)
Employee time* to make copies	96-051	Employee time* to search for and retrieve data for copying	00-054
Cost of media (paper, CD ROMs, DVDs, etc.)	1205.0300	Employee time* to separate public from not public data	96-037
Mailing costs	1205.0300	Employee time* to redact confidential data or private data about others	03-013
Employee time* to prepare copies (sort, label data, remove staples, paper clips, take data to copier)	1205.0300 , 01-047	Costs not related to copying (preparing fax cover sheet, invoice, etc.)	04-055
Costs of reproduction that cannot be done by the entity (e.g., photographs)	95-044 , 97-012	Operating expenses of copier (electricity, wear and tear, purchase, rental, etc.)	04-040 , 04-072 , 01-066
		Obtaining and returning data to off-site storage	95-044
		Sort or review data if not necessary for copying	94-039
		Sales tax	94-059 , 99-024
		Verify accuracy of data	04-072
		Perform accounting functions	04-003
		Costs related to inspection	04-038

*The cost for employee time must be calculated based on the wages/salary (may include benefits) of the lowest-paid entity employee who could complete the task ([04-056](#)).

Chapter 13 does not allow an entity to charge a minimum fee for copies ([05-016](#)).



YELLOW MEDICINE COUNTY DATA REQUEST FORM—DATA SUBJECTS

Date of request:

To request data as a data subject, you must show a valid state ID, such as a driver’s license, military ID, or passport as proof of identity.

I am requesting access to data in the following way:

Note: inspection is free but Yellow Medicine County will charge the actual cost for an employee to make paper copies or to print copies of electronically stored data.

 Inspection **Copies** **Both inspection and copies**

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Yellow Medicine County will respond to your request within 10 business days.

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number

Email address

Signature of Data Subject or Parent/Guardian Staff Verification

Identification provided _____

Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
 - ○ a state driver's license
 - ○ a military ID
 - ○ a passport
 - ○ a Minnesota ID
 - ○ a Minnesota tribal ID
- A minor individual must provide a valid photo ID, such as
 - ○ a state driver's license
 - ○ a military ID
 - ○ a passport
 - ○ a Minnesota ID
 - ○ a Minnesota Tribal ID
 - ○ a Minnesota school ID
- The parent or guardian of a minor must provide a valid photo ID *and either*
 - ○ a certified copy of the minor's birth certificate *or*
 - ○ a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - ○ court order(s)
 - ○ valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.