



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 7/8/14

**Title of Item:** Personnel Policy Update: Subject 8.16, Data Practices Policy

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Bobbie Danielson, HR Director		<b>Department:</b> Human Resources Department
<b>Presenter (Name and Title):</b> Bobbie Danielson		<b>Estimated Time Needed:</b> 0 / Consent Agenda Item
<b>Summary of Issue:</b>  <p>The Board adopted the Aitkin County Guidelines and Procedures for MN Government Data Practices Act manual in May 2014 and the corresponding fee schedule, following a public hearing, in June 2014. Section 8.16, Data Practices Policy, of the personnel policy manual is being updated to be consistent.</p> <p>Recommended updates attached.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> None		
<b>Recommended Action/Motion:</b> Motion to update Section 8.16 of the personnel policy manual as presented.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

## ARTICLE 8 ORGANIZATION STANDARDS AND RULES

### SUBJECT: 8.16 DATA PRACTICES POLICY

Effective: 7/8/2014

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The Minnesota Government Data Practices Act (MGDPA), which is Chapter 13 of Minnesota Statutes, is a state law that controls how government data are collected, created, stored, maintained, used, and disseminated.

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The County Administrator is appointed as the Responsible Authority and Data Practices Compliance Official.

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Refer to the Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act manual for complete information, forms, and the County Board adopted fee schedule.

**Deleted:** The Minnesota Government Data Practices Act regulates the handling of all government data that are created, collected, received, or released by a state entity, political subdivision, or statewide system, no matter what form the data are in, or how they are stored or used ¶

**Deleted:** Briefly, the Act regulates:¶  
¶  
<#>what information can be collected;¶  
<#>who may see or have copies of the information;¶  
<#>the classification of specific types of government data;¶  
<#>the duties of government personnel in administering the provisions of the Act;¶  
<#>procedures for access to the information;¶  
<#>procedures for classifying information as not public;¶  
<#>civil penalties for violation of the Act; and¶  
<#>the charging of fees for copies of government data ¶

¶  
Almost all government data are either *data on individuals* or *data not on individuals*. Data on individuals are classified as either public, private, or confidential. Data not on individuals are classified as public, nonpublic, or protected nonpublic. This classification system determines how government data are handled (see chart, below) ¶

¶  
¶  
Data on Individuals

... [1]

**Briefly, the Act regulates:**

- what information can be collected;
- who may see or have copies of the information;
- the classification of specific types of government data;
- the duties of government personnel in administering the provisions of the Act;
- procedures for access to the information;
- procedures for classifying information as not public;
- civil penalties for violation of the Act; and
- the charging of fees for copies of government data.

Almost all government data are either *data on individuals* or *data not on individuals*. Data on individuals are classified as either public, private, or confidential. Data not on individuals are classified as public, nonpublic, or protected nonpublic. This classification system determines how government data are handled (see chart, below).

Data on Individuals	Meaning of Classification	Data not on Individuals
Public	Available to anyone for any reason	Public
Private	Available only to the data subject and to anyone authorized by the data subject or by law to see it	Nonpublic
Confidential	Not available to the public or the data subject	Protected Nonpublic

Aitkin County's Compliance Official is Scott Arneson, County Administrator. Please contact him at (218) 927-7276 for more detailed information regarding the Data Practices procedures.

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