

## Introduction

Public records of Cottonwood County will be made available to the public as provided by Minnesota Statute 13.03.

All government data collected, created, received, maintained or disseminated by a government agency in Minnesota are public unless otherwise classified by law.

The Minnesota Government Data Practices Act established the following rights and responsibilities for access to government data in general and to public government data in particular.

- Records containing government data must be easily accessible for convenient use, and agencies must receive and comply with requests for data in an appropriate and prompt manner.
- The public has the right to inspect public government data at reasonable times and places at no cost.
- The public has the right to get copies of public government data upon request. You may be charged for the cost of copying public data.
- The public has the right to be informed of the meaning of public data.
- If the data requested to see are classified in a way that prevents the public from seeing them, the public has a right to be informed of that fact, and to be told which state statute or federal law classifies the data. The public may request that this be done in writing.

## Copying of Public Records

Inspection of public records is available at all times the courthouse is open for business. Persons requesting copies or electronic transmittal of public data will be charged the actual costs of searching for, and retrieving government data, including the cost of employee time, and for making, certifying, compiling and electronically transmitting copies of the data – or the data – but will not be charged for separating public from not public data.

Reasonable fees will be charged for copying of public data.

## Access to non-public data

All records containing data privacy information will be kept in a secure environment, with access only available to those individuals who must process that information. There will be no exceptions to this policy.