

515.1P Data Request Policy for Subjects of Data Procedure

I. Data Request for Subjects of Data Procedures

1. Fill out the Data Request Form – Requests for Data on Individuals

Copy Costs – Data on Individuals

The school district charges individuals for copies as authorized under Minnesota Statutes, section 13.03, subdivision 3(c). The individual must pay for the copies before the school district will provide the copies.

For 100 or Fewer Paper Black and White Copies – \$.25 per Page

The charge for 100 or fewer pages of black and white, letter or legal size paper copies, is \$.25 for a one-sided copy and \$.50 for a two-sided copy.

More than 100 Paper Black and White Copies or Other Types of Copies – Actual Cost

The charge for more than 100 pages of black and white paper copies, or any other types of copies, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data. In determining the actual cost, the school district includes the cost of the employee time, the cost of the materials (paper, DVD, etc.), and mailing costs (if any). If the request is for copies of data that the school district cannot reproduce itself, such as photographs, it will charge the actual cost it must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data and make copies is based upon the lowest hourly rate of the appropriate staff member. There is no charge for time spent separating public from not public data.

Responsible Authorities

| Type of Data Requested | Name | Position | Address | Fax Number |
|---|------------------------|---|---|-------------------|
| Human Resources and Personnel Data | Jennifer Claseman | Director of Human Resources | 6000 West Moore Lake Drive, Fridley, MN 55432 | 763-502-5045 |
| Student Cumulative File & Student Disciplinary Records | Imina Oftedahl | Director of Educational Services | 6000 West Moore Lake Drive, Fridley, MN 55432 | 763-502-5040 |
| Student Special Education Records | Laura Seifert-Hertling | Director of Special Services | 6000 West Moore Lake Drive, Fridley, MN 55432 | 763-502-5040 |

Created September 11, 2017
Reviewed September 11, 2017
Revised September 11, 2017