

The public's right to access data the Department of Labor and Industry keeps

The Minnesota Government Data Practices Act (MGDPA) gives everyone the right to inspect (look at) and obtain copies of public data the Department of Labor and Industry (DLI) keeps. The MGDPA is contained in Chapter 13 of Minnesota Statutes. This document explains these rights and how to exercise them.

General information about the data DLI keeps

The MGDPA presumes all the data DLI keeps is public unless there is a state or federal law that classifies the data in some other way. DLI must give public data to anyone who asks, no matter who is asking or why.

Some of the public data DLI keeps is posted on the internet at dli.mn.gov, but it is not necessary to use the internet to inspect or have copies of the data. DLI also offers reports, brochures and other publications to anyone upon request.

How to make a request for public data

To inspect or obtain copies of public data DLI keeps, make a written data request to DLI's data practices compliance official identified in Attachment A, "Department data practices contacts." You may make your written request by mail or email using the Data Request Form in Attachment B.

If you choose not to use the Data Request form, your written request should include:

- a statement that you are making a data request under the MGDPA;
- whether you would like to inspect the data, have copies of the data or both; and
- a clear description of the data you would like to inspect or have copied.

How DLI responds to a data request

After you make your request, DLI will work to process your request.

- If it is not clear what data you are requesting, DLI will ask you for clarification.
- If DLI does not have the data, DLI will notify you in writing as soon as reasonably possible.
- If DLI has the data but the data is not public, DLI will notify you in writing as soon as reasonably possible and identify the specific law that makes the data not public.
- If DLI has the data and the data is public, DLI will respond to your request as soon as reasonably possible by doing one of the following:
 - If the request is to inspect the data, DLI will arrange a date, time and place for you to inspect the data free of charge.
 - If copies are requested, DLI will provide you with copies of the data, or if there is a charge for the copies (see [Costs for copying](#)), provide you with a cost estimate for the copies, as soon as reasonably possible. You may choose to pick up your copies or DLI will mail or electronically send them to you after DLI receives payment, if applicable. If DLI keeps the data in electronic

form and copies are requested in electronic form (such as by email or on disc), the copies will be provided in electronic form.

- If DLI contacts you to clarify what data you are requesting, to make arrangements to inspect or pick up the data, or to pay for copies, if applicable, and you do not respond within 15 business days, DLI will conclude that you no longer want the data and will consider your request closed.

DLI will respond to a data request in an appropriate and prompt way, and in a reasonable time. This depends on factors such as the complexity of your request, how much data or how many copies are requested, how many staff members are available to respond to the request and how many other data requests DLI is responding to.

If you do not understand certain data (technical terminology, abbreviations or acronyms), DLI will explain it upon request.

The MGDPA does not require DLI to create or collect data if DLI doesn't have the data requested. DLI doesn't have to provide data in the form or arrangement requested if the data is not kept in that form or arrangement. If DLI agrees to create the data or put the data in the form or arrangement requested, you may be charged for the cost.

In addition, DLI is not required to answer questions that are not about your request for data, or that are not requests for government data.

Requests for summary data

Summary data is statistical records or reports that are prepared by removing all identifiers from private or confidential data about individuals. DLI will prepare summary data if you make a request in writing and pre-pay the cost of preparing the data. After DLI receives your request for summary data, DLI will review it to understand what you are asking for and to estimate the cost of completing your request. DLI will contact you with any questions about your request and to give you information about the estimated cost and instructions on how to pay if you wish to proceed with your request.

Costs for copying

DLI has the right to charge a reasonable fee for providing copies of public data.

DLI will estimate the cost before making the copies. If the total estimated cost is less than \$50, DLI will not charge for the copies. If the total estimated cost is \$50 or more, DLI will contact you before making the copies to inform you of the estimated cost and confirm you still want the copies.

Note that DLI may charge an additional fee for providing copies of data that has commercial value, providing data in a different form or arrangement, creating data, or preparing summary data.

Payment will be required before the copies are provided to you.

Attachment A

Department data practices contacts

All requests for public data should be directed in writing to the data practices compliance official.

Responsible authority

Kate Perushek, commissioner

kate.perushek@state.mn.us

Phone: 651-284-5010

443 Lafayette Road N.

St. Paul, MN 55155

Data practices compliance official

Ethan Landy, deputy chief general counsel

ethan.landy@state.mn.us

Phone: 651-284-5019

443 Lafayette Road N.

St. Paul, MN 55155

Attachment B

Minnesota Department of Labor and Industry

Request to inspect or copy public government data

Date of request: _____

Describe the data you are requesting. Be as specific as possible. Say whether you are asking to inspect the data, whether you want copies of the data or both. If you need more space, use the back of this form.

Contact information

It may be helpful to know who you are and/or how to contact you to respond to your request – for example, if you want copies mailed to you or if you want to come in and inspect data at a later time.

You do not have to provide this information. You can decide to provide this information now, later or not at all.

Name: _____

Contact information: _____
(phone number, email address or mailing address)

You have the right to inspect data at no cost. If you ask for copies of data, DLI may charge a fee for providing the copies.