

OXFORD TOWNSHIP DATA REQUEST POLICY

June 2024

Oxford Township is not subject to the Data Practices Act. The Data Practices Act applies to “government entities.” Minn. Stat. § 13.01, which is defined as including state agencies, statewide systems, and political subdivisions among others. As such, the Data Practices Act does not apply to towns unless they are in the metropolitan area exercising urban town powers under chapter 368.

Given Oxford Township's status, it may decline to respond to document requests. However, the Township has opted to respond to data requests from the public with the following modifications to ensure proper handling and security of data:

How to Make a Data Request

To request data, direct your written inquiry to the Town Clerk or Treasurer. Requests can be made by mail, email, or delivered in-person using the data request form provided by this Data Policy. Note that requests via fax are no longer accepted as Oxford transitions to digital documentation.

If not using the provided form, your request should clearly state:

- Your intent to request data as a public member
- Your preference to either inspect the data, receive copies, or both
- A detailed description of the specific data you seek

Township Supervisors' Data Requests

Township Supervisors are required to follow the same procedures as the public when requesting data. All requests must be directed through the Town Clerk or Treasurer and adhere to the established protocols, ensuring transparency and proper data handling.

Response to Data Requests

Upon receipt of a request, the Clerk or Treasurer will:

- Clarify any unclear data requests
- Notify if the requested data is not held by the Township
- Inform if the data is non-public citing the specific law
- Arrange for inspection or copying of public data

Inspections are available during regular Township business hours and must be facilitated by the Clerk or Treasurer. Copies will be provided following receipt of any applicable fees. The township is transitioning to provide electronic copies when feasible, promoting efficiency and reducing the need for physical copies.

Data Practices Act Contacts

- Responsible Authority: Town Clerk
- Secondary Contact: Treasurer
- Townhall Address: 26090 Apollo Street NE, Stacy MN 55079
- Townhall Mailing Address: PO Box 174; Stacy MN 55079
- E-mail: Oxfordtownship@Outlook.com

Charges for Data Requests

- Charges for copies will follow statutory guidelines (posted on Oxford's website), reflecting the actual cost of production.
- Electronic documentation efforts aim to minimize these costs and environmental impact.
- External requests for non-reproducible data will incur actual costs from third parties.

Requests are considered closed if not followed up within ten business days post-response. The Township encourages digital interaction to streamline processing and preserve resources.

Oxford Request Access to Data Form

Date of request: _____

Name and contact information of person requesting data (optional):

I am requesting access to data in the following way:

_____ Inspection (no charge, and must be done during normal Township business hours)

_____ Copies (cost for copies of data must be received in advance)

_____ 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.)

Oxford Township will respond to your request as soon as reasonably possible.

For Office Use Only

Date request received: _____

Public Data / Nonpublic Data (circle one)

Approved / Denied (circle one)

Date paid: _____

Amount \$: _____ Receipt no.: _____

Request handled by: _____

Date data provided: _____

This version of the policy ensures that all data requests, including those from Township Supervisors, follow a clear, standardized procedure.