

**CITY OF PEQUOT LAKES  
RESOLUTION 15-07**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PEQUOT LAKES, MINNESOTA ADOPTING DATA PRACTICES POLICIES, A POLICY FOR ENSURING THE SECURITY OF NOT PUBLIC DATA, A DATA INVENTORY, AND APPOINTING A RESPONSIBLE AUTHORITY**

**WHEREAS,** Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act (MGDPA), requires that the City of Pequot Lakes have policies setting out the process by which individuals can inspect or get copies of government data; and

**WHEREAS,** the MGDPA requires that the City of Pequot Lakes must have one policy explaining the rights the public has to get access to public data (Minnesota Statutes, section 13.025, subdivision 2) and one policy explaining the rights data subjects have to get access to data about themselves (Minnesota Statutes, section 13.025, subdivision 3); and

**WHEREAS,** Minnesota Statutes, section 13.05, subdivision 5, as amended, further requires that the City of Pequot Lakes create procedures ensuring that data that are not public are only accessible to persons whose work assignment reasonably requires access to the data and develop an additional policy incorporating these procedures; and

**WHEREAS,** Minnesota Statutes, section 13.025, subdivision 1, further requires that the City of Pequot Lakes create a data inventory document that identifies and describes any private or confidential data maintained by the City; and

**WHEREAS,** Minnesota Statutes, section 13.02, Subdivision 16, as amended, further requires that the City of Pequot Lakes appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of government data, within the City; and

**WHEREAS,** the Pequot Lakes City Council desires to comply with the requirements of the MGDPA and wishes to adopt the above-referenced policies and appoint an administratively qualified City employee as the Responsible Authority as required under the statute.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PEQUOT LAKES, MINNESOTA, as follows:**

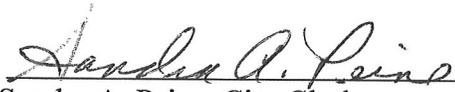
1. The City Council of Pequot Lakes adopts the policy explaining the rights the public has to get access to public data pursuant to Minnesota Statutes, section 13.025, subdivision 2 attached hereto as Exhibit A.
2. The City Council of Pequot Lakes adopts the policy explaining the rights data subjects have to get access to data about themselves pursuant to Minnesota Statutes, section

13.025, subdivision 3 attached hereto as Exhibit B, and further authorizes and directs the City Clerk to post both policies Exhibits A and B to the City of Pequot Lakes website.

3. The City Council of Pequot Lakes adopts the Policy for Ensuring the Security of Not Public Data pursuant to Minnesota Statutes, section 13.05, subdivision 5 attached hereto as Exhibit C.
4. The City Council of Pequot Lakes adopts a Data Inventory pursuant to Minnesota Statutes, section 13.025, subdivision 1 attached hereto as Exhibit D.
5. The City Council of Pequot Lakes appoints Sandra Peine as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, chapter 13, as amended, and with rules as lawfully promulgated by the Commissioner of Administration.
6. The Responsible Authority shall require a requesting party seeking copies of government data to pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, chapter 13 and by Minnesota Rules, chapter 1205, as amended.

Adopted by the City Council of the City of Pequot Lakes this 3<sup>RD</sup> day of March, 2015.

  
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David Sjoblad, Mayor

ATTEST:   
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Sandra A. Peine, City Clerk