

## Charging Data Subject for Copies (Individuals requesting information about themselves)

Under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13), copy fees are charged as follows for data subjects:

Costs for Data Subjects
Fees based on: <ol style="list-style-type: none"><li>1. Staff hours required to make copies</li><li>2. Supply cost of paper or other media</li><li>3. Mailing or delivery costs</li><li>4. Staff time to prepare copies (sort, label, remove staples, etc.) OR</li></ol> <p>MnDOT will bill the data subject for actual copy costs if MnDOT cannot reproduce the copies and must pay an outside vendor.</p>

Data subjects can inspect documents free of charge.

If they request copies, the following apply:

- Data subjects will be billed based on the Minnesota Government Data Practices Act guidelines (see above)
- Data subjects agree to pay the costs of generating copies
- Send names of employees and staff time involved (Jane Doe 1.5 hours) to Wendy Surprise, MS 140 so that she can forward the charges to MnDOT's Finance Office to prepare an invoice.
- Employees should use the following codes when locating, collecting and copying information for data practices requests:
  - Job Number: T0A0078 for all work on data practices requests
  - Activity Code: 0031 for all requests
- Please call Wendy Surprise at 651-366-4269 if you have any questions.
- Payments for data practice requests are deposited to the Trunk Highway Fund.

**NOTE: Refer questions about large or complex requests to the data practices office for pricing assistance.**