Resource Renew

The brand of Western Lake Superior Sanitary District

DATA ACCESS POLICY AND PROCEDURES

For Members of the Public

These data access procedures are updated each year as necessary to reflect any changes in personnel or circumstances that might affect public access to government data. This document is available free of charge upon request.

Revised January 2026

This policy is available electronically at ResourceRenew.com

Introduction

This document contains procedures a member of the public must follow if they want to see (inspect) or obtain copies of government data maintained by Western Lake Superior Sanitary District (WLSSD), publicly known as Resource Renew.

Right to Access Public Data

The Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) presumes that all government data are public unless state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, external drives, CDs, DVDs, photographs, etc. If no statute or federal law can be identified that classifies the data as not public, the data are presumed to be public and available to anyone upon request.

The Minnesota Government Data Practices Act (MGDPA) also provides that the District must keep all government data in a way that makes it easy for members of the public to access public data. Members of the public have the right to look at (inspect), free of charge, all public data. Members of the public also have the right to obtain copies of public data. MNGDPA allows government entities to charge a fee to cover the costs of searching for and providing copies in either hard copy or electronic formats. Members of the public have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

To look at data or request copies of data that the District keeps, you must submit a data request form. If you request data in person, you must fill out a data request form unless your data request is very simple and the data can be located and provided easily and immediately.

Requests for data should be sent to the appropriate Designee listed in the Data Practices Contacts section of this document. Designees' contact information is also listed in the Data Practices Contacts section. Emailed requests should be sent to datarequest@ResourceRenew.com.

A government entity cannot require you to identify yourself or explain the reason for the data request. However, depending on how the data request is to be processed some additional information may be required. Please note, if a request is not clear and no contact information is provided, the request will not be completed.

How WLSSD responds to Requests for Public Data

MGDPA requests will be received, reviewed and processed during normal administrative business hours. Responses to MGDPA requests will be made at the time of the request, or as soon thereafter as reasonably possible.

Upon receiving your request:

- Staff will acknowledge receipt of the data request and respond to requests as promptly as possible and within statutorily required timelines.
- If the request is unclear, clarification may be required.
- If the data is unavailable, the requester will be notified in writing as soon as reasonably possible. When no contact information has been provided, requesters will be notified of the unavailability of data when they contact the District to inquire about the status of the request.
- If the data is available, but the data are not public, the requester will be notified as soon as reasonably possible and will be provided with the specific law that prevents data sharing.
- All eligible requests will be responded to appropriately and promptly, within a reasonable time by taking one of the following actions:
    - Arrange a date, time and place for the requester to inspect the data, free of charge, if the request is to see the data, or
    - Provide the requester with copies of the data. The requester may choose to collect the data in person or have them mailed or emailed. The requester will need to provide contact information (e.g. address or email address) if they do not choose to retrieve the data in person. Electronic copies will be provided upon request if possible. An estimate of the costs of copies and notice about requirements for prepayment for copies will also be provided

MGDPA does not require a public entity to create or collect new data in response to a data request or to provide data in a specific form or arrangement that does not currently exist.

Fees will be charged as allowed by law and according to the fees and charges information provided in this Policy. You may be asked to submit a deposit or prepay for copies.

Requests for Summary Data

Summary data are statistical records or reports derived from data on individuals that are prepared by removing all identifying information about individuals from entirely private or confidential data.

Summary data will be prepared in response to written requests. Costs of creating the data must be prepaid. Upon receiving a written request (using the data request form in this document) the District will respond within ten (10) business days with the data or details of when the data will be ready and the estimated amount to be charged to cover the costs of collecting, creating, and transmitting the data.

These data access procedures provide a description of the data that may be inspected or for which copies will be provided regarding Invitations to Bid (ITB) and Requests for Proposal (RFP). The classification or disclosure of ITB and RFP procurement data are governed by Minnesota Statutes section 13.591. The disclosure requirements for ITB and RFP procurement data differ.

Invitations to Bid

- **When bids are opened, only the names of bidders and the dollar amounts specified in the bid responses become public. All other data in bidders' responses are private or nonpublic data until completion of the selection process.**

"Completion of the selection process" means that the District has completed its evaluation and ranked the responses. Staff open and preliminarily "rank" the bids, but the bid evaluation, ranking and selection process is not completed until the Board of Directors has a.) had an opportunity to consider the evaluation data and accepted the bid of the lowest responsible bidder; or b.) rejected all bids. When the bid of the lowest responsible bidder is accepted, all remaining data submitted by all bidders are public except trade secret data.

If all bids are rejected before the selection process is completed, all data other than the names of the bidders and the bid amounts remain private or nonpublic until: a.) a resolicitation of bids results in completion of the selection process; or b.) the purchase is abandoned. If the District has not abandoned the purchase but does not resolicit bids within one year of the bid opening date, the remaining data becomes public except trade secret information.

When bids are rejected after the selection process is completed, data that became public when the selection process was completed remain public.

Requests for Proposal

- **The names of RFP responders are public when RFP responses are opened. All other data in RFP responses are private or nonpublic until completion of the evaluation process.**

"Completion of the evaluation process" means the contract negotiations have been completed. The proposal evaluation process is not completed until both the selected vendor and the District have signed the contract.

When the proposal evaluation process is completed, all remaining data submitted by all RFP responders are public except trade secret data.

- **When all RFP responses are rejected, all information in the responses, except for responders' names, remains private or nonpublic until the District resolicits proposals or abandons the purchase.**

If all proposals are rejected before the evaluation process is completed, all data other than the names of the responders remain private or nonpublic until a.) resolicitation for proposals results in completion of the evaluation process; or b.) the purchase is abandoned. If the District has not abandoned the purchase but does not resolicit proposals within one year of the proposal opening date, the remaining data become public except trade secret information.

When proposals are rejected after the evaluation process is completed, data that became public when the evaluation process was completed remain public.

- **Data created or maintained by the District as part of a bid selection process or proposal evaluation process are "protected nonpublic data" until the bid selection process or the RFP proposal evaluation process is completed.**

"Protected nonpublic data" are data on a business or other entity that are not public and not available to the subject of the data.

Data created or maintained by the District as part of a bid selection process become public only upon "completion of the selection process" for ITBs. Data created or maintained by the District as part of a proposal evaluation process become public only upon "completion of the evaluation process" for RFPs.

Data created or maintained by the District as part of a bid selection or proposal evaluation process include but are not limited to: bid and proposal documents submitted by bidders and responders; evaluation panel notes and reports; identities of panel members; documents relating to bidder/responder responsibility; DBE participation information; and federal certifications.

When a selection or evaluation process is completed, all data created or maintained as part of the bid selection or proposal evaluation process becomes public except trade secret data.

- **Statements by ITB bidders or RFP responders that indicate the data they submitted are copyrighted or otherwise protected do not prevent public access to the data contained in the bids and proposals.**

A requester may inspect public copyrighted data contained in bids or proposals, but the District generally cannot make copies of the copyrighted data without the copyright holder's permission.

Below are the names, addresses and other contact information for the District's Responsible Authority, Data Practices Compliance Official and Designees. Designees are staff members responsible for receiving and responding requests for data that are collected, stored or maintained within their respective departments.

Responsible Authority

Carrie Clement, Executive Director

2626 Courtland Street

Duluth, MN 55806

Phone: 218-740-4805, Fax: 218-727-7471

E-mail: datarequest@ResourceRenew.com

Data Practices Compliance Official

AJ Axtell, Director of Community Relations

2626 Courtland Street

Duluth, MN 55806

Phone: 218-740-4776, Fax: 218-727-7471

E-mail: datarequest@ResourceRenew.com

Data Practices Designees:

General Information

AJ Axtell, Director of Community Relations

2626 Courtland Street

Duluth, MN 55806

Phone: 218-740-4776, Fax: 218-727-7471

E-mail: datarequest@ResourceRenew.com

Financial, Procurement and Customer Data

Cathy Remington, Director of Finance
2626 Courtland Street

Duluth, MN 55806

Phone: 218-740-4788, Fax: 218-727-7471

E-mail: datarequest@ResourceRenew.com

Employee and Employee-Related Data

Lacie Jurek, Director of Human Resources
2626 Courtland Street

Duluth, MN 55806

Phone: 218-740-4790, Fax: 218-727-7471

E-mail: datarequest@ResourceRenew.com

For standard paper copies, the per-copy charge is predetermined. For other types or large amounts of copies, the charge will vary. The law authorizes entities to charge the cost of searching for, retrieving, copying, certifying and transmitting the data. This may include employee time, materials, and mailing costs. The requester will be provided with an estimate of the charges for the copies.

Charges must be paid in full prior to the release of copies. Charges must be paid by cash, credit card, or check made payable to Western Lake Superior Sanitary District.

Members of the public may inspect public data in person free of charge.

Requesters are charged for copies of government data. The fees for copies of public data will be calculated as permitted by Minnesota Statutes section 13.03 or other law.

100 or fewer 8.5”x11’ or 8.5”x14” black and white pages	$.25 per copy single sided; $.50 per copy double sided
101 or more 8.5”x11” pages	Actual cost of searching for and retrieving the data, plus the actual cost of employee time to make, certify, and/or electronically transmit copies of the data or the data themselves, plus the cost of materials necessary to fulfill the request
Copies of pages larger than 8.5”x14”	Actual cost of searching for and retrieving the data, plus the actual cost of employee time to make, certify, and/or electronically transmit copies of the data or the data themselves, plus the cost of materials necessary to fulfill the request.
Data available in electronic form	Actual cost of searching for and retrieving the data, plus the actual cost of employee time to electronically transmit copies of the data or the data themselves or providing the data on an electronic storage device, plus the cost of materials necessary to fulfill the request.

Actual Cost of Making Copies

In determining the actual cost of providing copies, the following factors will be considered:

- employee time to prepare copies
- the cost of the media onto which we are copying the data
- mailing costs, if any.
- If your request is for copies of data that cannot be reproduced internally, the requester will be charged the actual cost of copies from an outside vendor.
- Employee time to search for and retrieve data for copying (Entities cannot charge search for and retrieval time when the requestor is the data subject).

The cost of employee time to make copies is the hourly wage/salary and benefits for the lowest paid employee qualified to do the work (estimated to the nearest 1/10th of the hour).

Charges must be paid in full prior to the release of the copies.

Fees may be waived if the time required to fulfill a request is 15 minutes or less, or at the discretion of the Director of Finance and Responsible Authority.

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Data Request Form

Date of Request_____

Describe or identify in reasonable detail the data you are requesting to see (inspect) or for which you request a copy.

_____

_____

_____

_____

_____

_____

You may inspect public data free of charge. The fees for copies of requested public data will be calculated as permitte
Minnesota Statutes section 13.03 or other laws. The Western Lake Superior Sanitary District (WLSSD), publicly know
Resource Renew, will make copies of public data for a fee as follows:

100 or fewer letter or legal sized pages	$0.25 per copy single sided; $0.50 per copy double sided, black and white.
101 or more letter or legal sized pages	The actual cost of searching for and retrieving the data, plus the actual cost of employee time to make, certify, and/or electronically transmit copies of the data or the data themselves, plus the cost of materials (paper, CDROM, etc.) necessary to fulfill the request
Copies of pages larger than 8.5”x14”	Actual cost of searching for and retrieving the data, plus the actual cost of employee time to make, certify, and/or electronically transmit copies of the data or the data themselves, plus the cost of materials (paper, CDROM, etc.) necessary to fulfill the request.
Data available in electronic form	Actual cost of searching for and retrieving the data, plus the actual cost of employee time to electronically transmit copies of the data or the data themselves or providing the data on an electronic storage device, plus the cost of materials (paper, CDROM, etc.) necessary to fulfill the request.

Please check the appropriate box(es) below:

☐I request to see the data at the Administrative Offices, 2626 Courtland St. Duluth, MN.

☐I request copies of the data and will pay a fee for the copies or electronic files.

☐I am making a “standing request” to see or have copies of the data described above.
The District will honor your standing request for 6 months from the date of your request but will not notify you when your request expires. You are responsible for renewing your standing request.

When requesting public data, you are not required to identify yourself or state the reason for your request. However, providing the following information may help the District respond to your request:

Name:_____

Address:_____

Telephone number:_____ Email address:_____

Email completed forms to datarequest@ResourceRenew.com

Or, send via mail or deliver in person to:
Resource Renew Data Request
2626 Courtland St.
Duluth, MN 55806

Records, Files or Processes Relating to Public, Private or Confidential Data

This section lists records, files or processes that relate to public, private or confidential data on individuals maintained by the District. This section also describes how each kind of data is classified and identifies the law that classified each type of data.

Data requests relating to private or confidential data must be submitted in writing to the appropriate Designee. Contact information for Designees is listed in this document.

Record, File System or Process			
Type of Data	**Description**	**Classification under State or Federal Law**	
CAF Files; Capacity allocation agreements with customers		Public	Minn. Stat. § 13.43
Complaint (hazardous, solid, household hazardous waste)	Summarizes complaint, results, and action taken	Confidential during investigation; Public after investigation; except complainant's name is Private	Minn. Stat. § 13.39 Minn. Stat. § 13.41, subd. 5
Complaint-solid waste	Summarizes complaint, results, and action taken	Confidential during investigation; Public after investigation; except complainant's name confidential	Minn. Stat. § 13.39 Minn. Stat. § 13.41, subd. 5
Contracts and Procurement	Until responses are opened, and selection/evaluation processes are completed, business data and responses to Request for Bids and Request for Proposals are Private	Private or Non-public	Minn. Stat. § 13.591, subd. 3
Contracts and Procurement	Trade secret information	Non-public	Minn. Stat. § 13.591, subd. 3 and Minn. Stat. § 13.37, subds. 1(b) and 2
Employee Benefits Data	Records used to maintain, track and report on employee participation in the available City-run or sponsored benefit programs	Public Private	Minn. Stat. § 13.43
Hazardous waste generator and	Results of an inspection	Confidential during investigation	Minn. Stat. § 13.39

facility inspection reports			
Labor Relations Records	Includes copies of contracts between management and various unions; background bargaining information; records on grievances and disciplinary actions and how they were settled	Public/Private Non-Public	Minn. Stat. § 13.03 Minn. Stat. § 13.43 Minn. Stat. § 13.37
Meeting Minutes	Minutes recording actions taken in meetings necessary for the management of the District	Public	Minn. Stat. § 13.03
Meeting Minutes	recordings of meetings	Public	Minn. Stat. § 13.03
Organizational charts		Public	Minn. Stat. § 13.03
Payroll system	Social Security numbers; tax information; home addresses	Private	Minn. Stat. § 13.355, subd. 1; Minn. Stat. § 13.43, subd. 4
Personnel files	Personnel and other data on employees, applicants and dependents, including health care reimbursement data and Social Security number	Private and confidential	Minn. Stat. § 13.43, subds. 3 & 4 (some personnel data are “public” data under section 13.43); Minn. Stat. § 13.39, subd. 2; Minn. Stat. § 13.355, subd. 1
Personnel Policies	Memos and directives on personnel policies and actions	Public	Minn. Stat. § 13.03
Press Releases		Public	Minn. Stat. § 13.03
Procedures Manuals		Public	Minn. Stat. § 13.03
Records of solid waste facilities		Non public	Minn. Stat. § 13.7411
Sewer extensions /connections	Name, address and location of sewer, inspection report	Public	Minn. Stat. § 13.03
Solid waste collector complaints		Confidential while active investigation	Minn. Stat. § 13.41(4)

Solid waste collector customer lists		Private data on individuals	Minn. Stat. § 115A.93(5)
Solid Waste Collector Licenses and Delivery Agreements		Public	Minn. Stat. § 13.41(5)
Solid waste facility inspection reports	Results of an inspection	Public; may be confidential during investigation	Minn. Stat. § 13.39
Solid waste management fee audit information		Non public	Minn. Stat. § 400.08(4)
Wastewater testing		Testing and analysis data is not public data until submitted to MPCA	Minn. Stat. § 13.741

The following are internal documents and will not be included in the online or paper copies of the policy.

The following standardized form is used to calculate actual costs to provide public data. The completed form will be saved as an accompanying record along with the original request and correspondence.

Responsible Designee				
Date Data Request was fulfilled or access denied				
Information requested is classified as:				
Public	Private	Confidential	Non-public	Protected non-public
Action				
Approved	Approved in part	Denied (cite statute)		

Fee calculation:

Preparation charges					Estimated	Actual
A.	Labor (describe activity: searching, retrieving, copying, transmitting, etc.)					
	Description	Rate per hour	x hours	=		
	Description	Rate per hour	x hours	=		
	Description	Rate per hour	x hours	=		
	Description	Rate per hour	x hours	=		
B.	Photocopies and pdfs	Rate per page/image	x pages/images	=		
C.	Mailing			=		
D.	Printing			=		
E.	Other: include computer time, programming time, terminal access, etc.					
	1.					
	2.					
	3.					
	4.					
Total charges				=		
Amount prepaid				-		
Balance due				=		
Handled by:						
Authorized Signature:						

The Director of Finance will provide the labor costs for individuals identified to search for, retrieve and provide requested public data.