

## **304.00 RECORDS: DATA MANAGEMENT**

### **I. PURPOSE**

The District recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

### **II. GENERAL STATEMENT OF POLICY**

The District will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000 in responding to requests for public data.

### **III. POLICY**

The Superintendent is designated to be the “Responsible Authority” under the Minnesota Government Data Practices Act and shall serve as the person responsible for the collection, use and dissemination of data by the District. The Superintendent shall develop and periodically revise, as necessary, procedures for data practices in the District. The Superintendent may designate one or more District employees to assist in the performance of those duties.

### **LEGAL REFERENCES:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.01 (Government Data)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.025 (Government Entity Obligation)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.04 (Rights of Subjects to Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Rules Part 1205.0300 (Access to Public Data)  
Minn. Rules Part 1205.0400 (Access to Private Data)

### **CROSS REFERENCES:**

|               |            |                                               |
|---------------|------------|-----------------------------------------------|
| 304.00.01     | PROCEDURE: | Cumulative Record Process                     |
| 304.00.02     | PROCEDURE: | Records: Request to Amend Student Record      |
| 304.00.03     | PROCEDURE: | Access to Public Data                         |
| 304.00.04     | PROCEDURE: | Access to Data for Individual Data Subjects   |
| 304.00.05     | PROCEDURE: | Student Enrollment Process and Requested Data |
| Policy 405.00 |            | Records: Personnel Records                    |