

How to Request Data from Explore Minnesota

Requests must be submitted using the following instructions

Request data from Explore Minnesota by following the guidelines below and formally submitting the request to [Chris Morgan](#) **and** [Jake Juliot](#). Sample requests are on the following pages.

Requests must be directed to the Executive Director:

Lauren Bennett McGinty
Executive Director, Explore Minnesota
121 7th Pl E, Ste 360
St. Paul, MN 55101

Make your request under the MN Government Data Practices Act, not the federal FOIA

State that you are requesting information under Minnesota Statutes, Chapter 13.

Ask for access to data rather than asking questions

Under the Data Practices Act, Explore Minnesota is required to respond if you ask to inspect or get copies of government data but is not required to answer questions. Below are examples of what is an acceptable request and what is not.

- **NOT acceptable**

Why did Explore Minnesota promote [XYZ]?

- **Acceptable**

I would like to inspect/request data between [date range], that document [XYZ].

Ask to inspect data before asking for copies

Inspection is free, but you may be charged for copies of government data. If you request copies after inspection, ask for an estimate of the costs.

Ask for a written denial

Ask for the specific statutory basis in writing if the entity redacts or withholds any data. An entity is required to give you this information.

Final notes

By law, Explore Minnesota must comply with data requests in “an appropriate and prompt manner.” We will respond to your request within a reasonable amount of time. We cannot require you to identify yourself or ask why you are requesting the information. You may choose to provide contact information so we can respond if your request needs clarification.



[Date]

Lauren Bennett McGinty
Executive Director, Explore Minnesota
121 7th Pl E, Ste 360
St. Paul, MN 55101

Dear Executive Director Bennett McGinty:

I am writing to you as the responsible authority of Explore Minnesota. This is a formal request for access to government data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. If there is a designee to whom I should direct my data request, please inform me.

I seek access to the following:
Data from [date range], that document [describe request].

I am asking to inspect the data under Minnesota Statutes, section 13.03, subdivision 3.

If you determine that you will redact or withhold any otherwise responsive data, please inform me in writing of the specific statutory basis for your denial.

If you have any questions or need clarification, please contact me. I can be reached at [name@email.address] or [phone number].

(Note: You are not required to identify yourself and can make an anonymous request. You may prefer to provide a P.O. Box or newly-created free email address for communication purposes.)

Sincerely,
Name (optional)



[Date]

Lauren Bennett McGinty
Executive Director, Explore Minnesota
121 7th Pl E, Ste 360
St. Paul, MN 55101

Dear Executive Director Bennett McGinty:

I am writing to you as the responsible authority of Explore Minnesota. This is a formal request for access to government data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. If there is a designee to whom I should direct my data request, please inform me.

I am making this request as the subject of certain data maintained by Explore Minnesota. I seek access to the following: Data about me that document [describe request].

I am asking to inspect the data under Minnesota Statutes, section 13.03, subdivision 3.

Pursuant to Minnesota law, Explore Minnesota is required to comply with my request within 10 business days. If you determine that you will redact or withhold any otherwise responsive data, please inform me in writing of the specific statutory basis for your denial.

If you have any questions or need clarification, please contact me. I can be reached at [name@email.address] or [phone number].

Sincerely,
Name