

ISD 709 Data Requests Received Information for School Board

- ISD 709 Policy 722-Public Data Requests is followed
- Data requests, however received, are forwarded to Business Services
- Data request is acknowledged
- All requests are tracked on a spreadsheet
- Every step in this process is tracked
 - When received, who's pulling data, communications, issues, etc
- Request for data is forwarded to appropriate department for retrieval
- Communications occur with requesting party
 - Status of request, timelines for completion, when clarifications needed
 - Discuss any fees, when data is ready
- Fees are collected before data is shared (when requesting party wants copies)
- Data is sent to requesting party
- Paper file stores all communications, etc. related to request
- Data requests are kept for three years (per records retention guidelines)

2018 *	New	In Progress	Closed
Totals	41	0	41

*March - December 2018 (started tracking in March)

2019	New	In Progress	Closed
as of 01/31/2019	6	3	3