

# ADMINISTRATION DEPT

## Program: GOVT AND CITIZEN SERVICES

### Activity: INFORMATION POLICY ANALYSIS

Narrative

#### **Activity at a Glance**

On average, the Information Policy Analysis Division (IPAD) has annually

- Issued 30 advisory opinions
- Resolved questions or requests for assistance from more than 12,000 citizens, media professionals, government entities, and attorneys
- Sponsored and participated in 32 continuing education events and conferences and trained over 1,150 attendees

For the period 7-01-2008 through 6-30-2010, IPAD's website had 281,968 visits.

#### **Activity Description**

The Information Policy Analysis Division (IPAD) provides government entities, private sector organizations, the legislature, and citizens with information and training on the Open Meeting Law and data practices issues; help with public policy development; assistance in understanding and complying with complex legislation regulating information; dispute resolution services as they relate to data practices appeals; and assistance in exercising rights regarding access to information, protecting privacy, and challenging inaccurate or incomplete data.

Government information is regulated by extensive rules. These include the Minnesota Government Data Practices Act, the federal Family Educational Rights and Privacy Act and related rules, M.S. 144.291 (the Minnesota Health Records Act), the federal Health Insurance Portability and Accountability Act of 1996 and related rules, the federal Freedom of Information and Privacy Acts, the Minnesota Official Records Act, and the Minnesota Open Meeting Law. Historically, the executive branch and the legislature informally agree that expertise concerning these and other related laws should be available at no charge to government entities and citizens. As a general fund activity, IPAD offers that expertise to government entities and citizens through a variety of functions and services.

#### **Population Served**

IPAD serves state and local government entities, private citizens, the media, private sector organizations, public and private attorneys, and the legislature.

#### **Services Provided**

IPAD services include: answer questions about rights under and requirements of various information laws; consult on difficult information policy issues; provide staff services to the commissioner of Administration (Admin) in performing statutory duties that include issuing data practices and open meeting law advisory opinions, act on appeals to challenges to government data, act on applications for temporary classification of data and requests to make new uses of data; prepare and distribute model compliance and informational materials; develop, update, and operate a publicly accessible website that contains all advisory opinions and all informational materials prepared by the division; conduct training for state and local government entities; conduct information sessions for citizens; provide training materials that enable government entities to conduct their own training; answer citizen inquiries and advise on how to exercise their rights; and work with the legislature, citizens, private sector groups, and state and local government agencies on the development of new information policy laws and changes to existing laws.

#### **Historical Perspective**

The Minnesota Government Data Practices Act was enacted in 1974. Since that time, M.S. Chapter 13 has experienced numerous revisions and additions. Issues of information policy, such as data privacy, fair information practices, genetic privacy, identity theft, security breaches, and government-computer-based systems complaint with the law continue to receive widespread attention.

#### **Key Activity Goals & Measures**

**Admin Goal – To provide our customers with valuable services, products, advice, and expertise**  
(<http://www.admin.state.mn.us/admin.html>)

Measure: Assess IPAD-sponsored training effectiveness. A high goal was set that 90% of training respondents definitely would utilize the training provided by IPAD in their job. In FY 2010, this goal of was achieved.

Measure: Assess the effectiveness of reactive trainings provided as a part of another organization's larger agenda or program. When IPAD does not control the overall curriculum nor the audience, it is expected that a smaller percentage of training participants (75%) would definitely utilize the training in their work. In FY 2010, the goal was exceeded slightly with 77%.

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**Minnesota Milestones Statewide Goals - Government in Minnesota will be cost-efficient, and services will be designed to meet the needs of the people who use them.** (<http://server.admin.state.mn.us/mm/goal.html>)

Measure: IPAD provides technical assistance on complex data practices and Open Meeting Law issues to citizens, members of the media, state and local government entities, and private attorneys each year.

Measure: IPAD produces webinars, quarterly electronic newsletters, Power Point presentations, and other informational materials for citizen and government customers.

Measure: IPAD continues to develop and implement new training programs on the Open Meeting Law and data practices.

### **Activity Funding**

This activity is funded through a general fund appropriation. Special revenue funds are used for seminar activities and collaborative agreements.

### **Contact**

Director

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[www.ipad.state.mn.us](http://www.ipad.state.mn.us)

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Budget Activity Summary

	<i>Dollars in Thousands</i>				<b>Biennium 2012-13</b>
	<b>Current FY2010</b>	<b>Current FY2011</b>	<b>Governor's Recomm. FY2012    FY2013</b>		
<b>Direct Appropriations</b>					
General	460	468	463	463	926
<b>Statutory Appropriations</b>					
Miscellaneous Special Revenue	10	10	10	10	20
<b>Total</b>	<b>470</b>	<b>478</b>	<b>473</b>	<b>473</b>	<b>946</b>
<b><u>Expenditures by Category</u></b>					
Total Compensation	419	416	416	416	832
Other Operating Expenses	51	62	57	57	114
<b>Total</b>	<b>470</b>	<b>478</b>	<b>473</b>	<b>473</b>	<b>946</b>
<b>Full-Time Equivalents (FTE)</b>	<b>5.0</b>	<b>4.7</b>	<b>4.7</b>	<b>4.5</b>	