

Wilder Research & St. Paul Audit Committee
Project #3: Data Practices Process

Key Research Questions

What are the current data practices and compliance processes?

- How does the data practices and compliance process work now?
 - Is it documented? Is the process centralized or decentralized?
- What monitoring/reporting is in place to periodically validate the process is being followed?
- What is the process for legal review if needed?
- What is the process for requests that impact multiple departments?

What are potential risks of the current approach?

- Has the approach been reviewed for compliance with the MN Data Practices Act?
 - Is the City complying with state law when it comes to data practices/compliance?
- Has the City's response/lack of response led to litigation or other adverse consequences for the City?
- Does the City run the risk of litigation?

What are the characteristics of the current requests?

- Types of requests
- Scale of requests
- Volume received
- Time to respond, timeliness of response
- Hours of staff time to respond to typical request

What are the opportunities for improvement in the City's approach?

- How much staff time goes into the current process and how can it be more efficient?

Key Stakeholders

- Process owner
- Mayor's office, Deputy Mayor Jaime Tincher
- City Attorney's Office, City Attorney Lyndsey Olson
- City Clerk Shari Moore
- Office of Technology
- Staff that are tasked with responding to requests (across all departments)
- Other cities and municipalities (e.g., Minneapolis, Duluth, Ramsey County, Hennepin County)

Data Collection Approach

- **Document & data** review
 - Policies, procedures, and process documentation & GovQA data and reporting for City of St. Paul
- Examination of **literature**, gray literature
 - General literature search
 - Review of other municipality publicly available documentation
- Key informant **interviews** of City staff and other municipality staff (15 to 20)
- Departmental staff **survey**

Timeline

- September: Finalize scope in partnership with City staff
- October: Document & data review, interviews scheduled & started, survey developed, literature search
- November: Document & data analysis, Interviews completed, survey implemented, literature synthesized
- December: Draft report available
- January: Presentation to Audit Committee, finalization of report