



SYSTEM OFFICE GUIDE TO ACCESSING PUBLIC DATA

This guide is intended to facilitate timely and efficient responses to requests for public information from the Minnesota State Colleges and Universities system office. It addresses such questions as who to contact for access to different kinds of public information, and how to make a request.

COLLEGE/UNIVERSITY DATA REQUESTS

If you are seeking public information about one of the system's colleges or universities or its personnel, please contact the college or university directly. General contact information for each of the Minnesota State Colleges and Universities is available by clicking on the Minnesota map on our system Web page: www.mnscu.edu.

A list of system Data Practices Compliance Officials for each college and university is available through a link at: <http://www.ogc.mnscu.edu/dataprivacy/index.html>

PUBLIC INFORMATION ABOUT THE SYSTEM OFFICE

Much public information about the Minnesota State Colleges and Universities system, the Board of Trustees, system office, and our colleges and universities is available at www.mnscu.edu.

REQUESTING AND ACCESSING PUBLIC INFORMATION FROM THE SYSTEM OFFICE

Web sites for divisions within the system office are available at: <http://www.chancellor.mnscu.edu/divisionsites.html>. Refer to the guidelines below if you are unable to locate the information you are seeking through one of those websites.

General Access Guidelines

- Any member of the public is allowed to view public information without charge.
- Viewing of public information will be at reasonable times and places.
- Viewing does not include receiving copies of information unless providing a copy is the only way for us to provide viewing.
- Viewing includes remote access and the ability of the public to download public data on the public's own computer, but in some cases, we may charge for such access as permitted by law.
- We will provide access to public data as soon as we reasonably can, but we may not be able to provide the information you want immediately because we need time to locate or copy the information.
- We are not required to provide data that we do not keep.

- Upon request, we will provide copies of public data. We will charge for copies in accordance with applicable law. Information about system office copy charges is available through a link at: <http://www.ogc.mnscu.edu/dataprivacy/dataaccessprocedures.html>
- You are not required to identify yourself unless we need the information for some purpose such as sending the data, or clarifying your request; you don't have to tell us why you want the information unless we need it to comply with applicable laws.
- Upon request, we will explain the content and meaning of the data you requested.
- If we store the public data you want on a computer, you may ask that we provide a copy to you in electronic form, and we will do so if we reasonably can. We do not have to provide the data in a format or program that is different from how we store it, but if we agree to do so, we will charge you for the cost of providing the copy.
- If we determine that the data you request are not public, we will notify you and will tell you which law applies. If you ask, we will provide our decision in writing.

REQUESTING SPECIFIC PUBLIC INFORMATION

A. Put Your Request in Writing.

Your request should be as specific as possible, describing the information you want as clearly as you can. We may need some time to locate the information you are requesting; clearly stating your request will help us to respond more efficiently. Please state that you are making a request under the Minnesota Government Data Practices Act.

B. Send Your Request to the Appropriate Person.

Contact the individual listed below for the subject matter you are seeking. Written requests should be directed to the appropriate individual, at the following address:

Minnesota State Colleges and Universities
30 7th St. E., Suite 350
St. Paul, MN 55101-7804

MEDIA REQUESTS for information may be directed to:

Doug Anderson, Director of Communications and Media
Fax: 651-201-1426
E-mail: doug.anderson@so.mnscu.edu

PERSONNEL RECORDS* (system office personnel data only)

Victoria DeFord, Chief Human Resources Officer
E-mail: victoria.deford@so.mnscu.edu

*Note: For your convenience, you may use the *Request for Public Information* form, but it is not mandatory. The form is available by a link at:

<http://www.ogc.mnscu.edu/dataprivacy/dataaccessprocedures.html> or you may contact us for a copy.

BOARD OF TRUSTEES RECORDS

Inge Chapin, Board Secretary
Fax: 651-201-1705
E-mail: inge.chapin@so.mnscu.edu

INTERNAL AUDITING RECORDS

Eric Wion, Deputy Director of the Office of Internal Auditing
Fax: 651-296-8488
E-mail: eric.winon@so.mnscu.edu

ALL OTHER RECORD REQUESTS

**Daniel McCabe, Assistant General Counsel
System Data Practices Compliance Official**
Phone: 651-201-1833
Fax: 651-296-6580
E-mail: daniel.mccabe@so.mnscu.edu

TTY Phone: For TTY communication, contact Minnesota Relay Service at 7-1-1 or 1-800-627-3529; provide Minnesota Relay Services with the Minnesota State Colleges and Universities main reception number, 651-201-1800