



MINNESOTA STATE

April 11, 2025  
Office of General Counsel  
SO-Request for Public Personnel Data

## Request for Public Personnel Data at the System Office

The system office makes available (upon written request) public data on its personnel as defined by Minn. Statutes §13.43, Subd. 2. Requests for data on individuals employed by a system college or university should be directed to that institution.

Name of Employee: \_\_\_\_\_

I request the following information on the above named individual employed at the Minnesota State system office:

- ☐ Gross salary or contract fees
- ☐ Salary range
- ☐ Job title, bargaining unit
- ☐ Education and training background
- ☐ Dates of employment
- ☐ Work location
- ☐ Office telephone number
- ☐ Value and nature of employer-paid fringe benefits
- ☐ Actual gross pension
- ☐ Expense reimbursement for the period \_\_\_\_\_
- ☐ Other added remuneration in addition to salary
- ☐ Job description
- ☐ Previous work experience
- ☐ Existence and status of any complaints or changes against the employee

☐ The final disposition of a disciplinary action with the specific reasons for the action and documentation

☐ Honors and awards received

☐ Payroll timesheets for the period \_\_\_\_\_

☐ Settlement agreements

☐ Employee ID Number (Not SSN)

☐ Other terms and conditions of employment relationship (please describe): \_\_\_\_\_

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Complete the following only if you need the requested information sent to you. If the information is not immediately available, you may otherwise arrange to pick up the requested information within a reasonable time.

Name:

Address:

Phone number (if you want to be called when data is ready):

Date:

*Minnesota State is an affirmative action, equal opportunity employer and educator.*