



Policy Series #: 4000 – Human Resources
Policy Manger: Celeste Ruble
Accessing Public Information

Purpose: It is the policy of Riverland Community College to respond to requests for public information in a reasonable, timely and efficient manner and comply with all federal and state laws that may be applicable to such requests.

Applicability

All requests for public information must be in writing and contain a specific description of what information is being requested.

All requests for public information shall be handled by Riverland Community College in accordance with the following procedure.

All charges for providing public information shall be in accordance with these procedures and all applicable state laws.

Procedures for Requesting and Accessing Public Information

These procedures are designed to assist you in obtaining public information from Riverland Community College. It is intended to answer such questions as who to contact for access to different kinds of public information in a timely and efficient manner.

Public Information Online

Much public information about the Minnesota State Colleges and Universities system, of which Riverland Community College is a member, is available on the Internet. The following system websites are accessible to the public and may contain the information you need.

www.mnscu.edu --This is Minnesota State Colleges and Universities’ main Internet website (Go Places). Links to all system college and university websites are accessible through this site.

www.mnscu.edu/board/index.html --The Board of Trustees website includes the roster of current board members, committees, calendar of upcoming meetings, Board Policies and more.

Academic and Student Affairs	
Main Site	www.academicaffairs.mnscu.edu
Academic Policy	www.asa.mnscu.edu/academicpolicy/
Academic Technology	www.asa.mnscu.edu/academictechnology/
Faculty Development	www.asa.mnscu.edu/facultydevelopment/
Research and Planning	www.asa.mnscu.edu/researchandplanning/
Strategic Partnerships	www.asa.mnscu.edu/businessandindustry/
Student Affairs	www.asa.mnscu.edu/studentaffairs/

Other MnSCU Departments	
Fire/EMS/Safety Center	http://www.firecenter.mnscu.edu/
Development	http://www.development.mnscu.edu/
Diversity and Equity	www.diversity.mnscu.edu/
Campus Service Cooperative	www.csc.mnscu.edu/
Finance	www.finance.mnscu.edu/
General Counsel	www.ogc.mnscu.edu/
Human Resources	www.hr.mnscu.edu/
System Office Human Resources	www.oochr.mnscu.edu/
Information Technology Services	www.its.mnscu.edu/
Internal Auditing	www.internalauditing.mnscu.edu/
Office Services	www.chancellor.mnscu.edu/
Public Affairs	http://www.pa.mnscu.edu/

General Guidelines for Requesting and Accessing Public Information

1. Any member of the public is allowed to view public information without charge.
2. Viewing of public information will be at reasonable times and places.
3. Viewing does not include receiving copies of information unless providing a copy is the only way for us to provide viewing.
4. Viewing includes remote access and the ability of the public to download the data on the public's own computer, but in some cases, we may charge for such access.
5. We will provide access to public data as soon as we reasonably can, but we may not be able to provide the requested information immediately because it takes time to locate and/or copy the information.
6. We cannot provide data that we do not keep.
7. Upon request, we will provide copies of public data. We may charge for those copies.
8. You are not required to identify yourself unless it is needed to send the data or to clarify your request. You are not required to tell us why you want the information.
9. Upon request, we will explain the content and meaning of the data.
10. If the public data you want is stored on a computer, you may ask that we provide a copy to you electronically, and we will do so if possible. We are not required 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 the cost of providing the copy.
11. If we determine the data you requested is not public information, we will notify you verbally or in writing as soon as we reasonably can, and the law which applies will be noted. If requested, we will provide our decision in writing.

How to Make Routine Requests for Public Information at Riverland Community College

A. Tell us what you want

Riverland Community College requires that all requests for public information be in writing.

Please state that you are making a request under the Minnesota Government Data Practices Act. Make your request 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.

B. Send your request to the appropriate person

For student affairs (academic) records contact:

Registrar's Office
Riverland Community College
1900 8th Avenue NW
Austin, MN 55912
Phone: 507-433-0610
Fax: 507-433-0515

For personnel records contact:

Human Resources Office
Riverland Community College
1900 8th Avenue NW
Austin, MN 55912
Phone: 507-433-0666
Fax: 507-433-0349

For public relations contact:

Director of Communications
Riverland Community College
1900 8th Avenue NW
Austin, MN 55912
Phone: 507-433-0611
Fax: 507-433-0629

If you have other questions about access to public data contact:

College President
Riverland Community College
1900 8th Avenue NW
Austin, MN 55912
Phone: 507-433-0606
Fax: 507-433-0370

Does this policy have a procedure? Yes No

List related policies, procedures or plans here (if any):

Date of Initial Review by President's Cabinet: 2/14/2013

AASC Review (if applicable):

FSGC Review (if applicable): 4/24/2013

Date of Final Approval / Policy Adoption: 6/13/2013

Date & Subject of Revisions: