



Century College Policy

5.25.0.1.1 Guide to Accessing Public Information at Century College

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This document is designed to assist you in obtaining public information from Century College. It answers such questions as who to contact for access to different kinds of public information, and how to make a request. Century's goal is to respond to requests for public information in a timely and efficient manner.

Public Information On-line

Much public information about Century College is available on the Internet. The following websites are accessible to the public as well as Century's staff, faculty and students, and may contain the information you need.

Century College - www.century.edu

Minnesota State Colleges and Universities – www.minnstate.edu (main internet website)

General 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.
- We will provide access to the 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 do not have to provide data that we do not keep.
- Upon request, we will provide copies of public data. See the attached schedule for information on copy charges.
- 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.
- 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 decide that the data you requested is not public, we will notify you orally or in writing as soon as we reasonably can, and will tell you which law applies. If you ask, we will provide our decision in writing.

To Obtain Specific Public Information from Century College

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.

Send your request to the appropriate person.

For **student records** contact:

Registrar
Century College
3300 Century Avenue
White Bear Lake, MN 55110
records@century.edu
Fax: 651-773-3298

For **personnel records*** contact:

Human Resources
Century College
3300 Century Avenue
White Bear Lake, MN 55110
hr@century.edu
Fax: 651-779-5757

Date Proposed: 9/16/2004
Date Approved: 11/22/2004
Date Implemented: 12/10/2004
Date Revised: 10/31/2013, 1/3/2018, 4/18/2018

Your Right to Access Government Data

The Minnesota Government Data Practices Act (MGDPA) gives you, and all members of the public, the right to see and have copies of all public data that government entities keep. The law also controls how government entities keep government data and what they tell you when you ask to see the data they have.

The law says that all the data that government entities have are public (can be seen by anybody) unless there is a state statute or federal law that classifies the data as ***not public***.

You have the right to know what types of data government entities keep and how the data are classified.

You have the right to know what the entity's procedures are for requesting government data.

You have the right to see (inspect) all public data that government entities keep. You may ask to see:

- Specific types of data or data elements
- Specific documents or portions of documents
- Entire records, files or data bases
- All public data the entity keeps

You have the right to see and have copies of public government data without telling the government entity who you are or why you want the data.

The entity cannot charge you a fee for inspecting government data.

You have the right to have public data explained to you in a way you understand.

You have the right to have copies of public data. In other words, you have the right to have copies of all data that you have the right to see.

Government entities have the right to charge you the actual cost for providing copies. This charge must be reasonable.

You have the right to have copies of public government data in electronic form, if the government entity can reasonably provide the data in that form.

You have the right to know why you can't see or have copies of data that are not public. The entity must tell you the specific state statute or federal law that makes the data not public. You have the right to have this stated in writing.

The entity must respond to your request promptly and in an appropriate way, and in a reasonable time.

Information Policy Analysis Division, Department of Administration
201 Administration Building, 50 Sherburne Avenue
St. Paul, Minnesota 55155
Voice: 651-296-6733 or 1-800-657-3721
Fax: 651-2058-4219
www.ipad.state.mn.us



Century College

Request for Public Personnel Data

Century College makes available (upon written request) public personnel information and data as defined in Minnesota Statute §13.43, Subdivision 2.

Name of Employee: _____

I request the following information on the above named individual employee at Century College:

- | | |
|---|--|
| _____ Gross salary | _____ Existence and status of any |
| _____ Salary range | complaints or charges against the |
| _____ Job title | employee |
| _____ Education and training background | _____ Final disposition of a disciplinary |
| _____ Dates of employment | action with the specific reasons for |
| _____ Office telephone number | the action and documentation |
| _____ City and county of residence | _____ Honors and awards received |
| _____ Value and nature of fringe benefits | _____ Payroll timesheets for period (faculty |
| _____ Expense reimbursement for the | do not have timesheets) _____ |
| period _____ | _____ Settlement agreements |
| _____ Job description (faculty do not | _____ Employee ID number (not social |
| have job descriptions) | security number) |
| _____ Previous work experience | |

Complete 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.

Please print: Name _____

 Address _____

 Date _____