



Requesting and Accessing Public Data

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.
- 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 do not have to provide data that we do not keep.
- Upon request, we will provide copies of public data. A \$75.00 charge must be received by the Minnesota West Business Office, prior to completing the request for electronic copies/databases and paper copies.
- 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.
- If we decide that the data you request 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.

How to make routine requests for public information

Minnesota West Community and Technical College requires that requests for the release of 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.

Send your request to the appropriate person

For academic records contact:

Requests for **Student Data** should be directed to Katie Heronimus, Registrar, located at:
Minnesota West Community and Technical College
Attn: Katie Heronimus
1450 Collegeway
Worthington, MN 56187
Fax: 507-372-5803
katie.heronimus@mnwest.edu

For personnel records contact:

Requests for **Personnel Data** should be directed to Karen Miller, Chief Human Resources Officer at:
Minnesota West Community and Technical College
Attn: Karen Miller
1011 First Street West
Canby, MN 56220

Fax: 507-223-5291
karen.miller@mnwest.edu

For other records contact:

Requests for **Other Public or Private Data** should be directed to Katie Heronimus, Registrar, located at:
Minnesota West Community and Technical College
Attn: Katie Heronimus
1450 Collegeway
Worthington, MN 56187
Fax: 507-372-5803
katie.heronimus@mnwest.edu

Public Information Online

Much public information about Minnesota West Community and Technical College and the Minnesota State System and its colleges and universities is available on the Internet.

[Catholic University of America Office of General Counsel](#)

Under the general heading "Legal Information" there is a wealth of information on FERPA, including a web-course. Remember, however, that in Minnesota, application of the MGDPA may require a somewhat different response on certain issues.

[Code of Federal Regulations](#) ("CFR") (Regulations for implementing Laws)

Cite for FERPA regs: 34 CFR 99
Solomon Amendment - Access to Student Data by Military Recruiters
Cite: 32 CFR 216

[Family Education Rights Privacy Act](#) (FERPA)

[Family Policy Compliance Office of U.S. Department of Education](#) (FPCO)

The FPCO provides technical assistance to post-secondary school officials in interpreting and complying with FERPA. Under the topic "FERPA Online Library," you will find letters of technical assistance that have been issued on a variety of topics. These advisory letters provide valuable insight as to how the Department applies FERPA. However, since every factual situation is different, and the law is subject to change, college and university officials should consult with the Office of General Counsel or Attorney General's Office for assistance in applying that advice.

[Information Policy Analysis Division](#) of the Minnesota Department of Administration

IPAD provides assistance to state agencies and the public in understanding and complying with the MGDPA and other data management laws and policies. The IPAD Web site contains various training materials including power point presentations on basic data practices law and Data Practices Compliance Official (DPCO) training and model policies for public access procedures and access by data subjects.

Additionally, the IPAD Web site includes archive opinions of the Commissioner of the Department of Administration interpreting the MGDPA. The archive is searchable by topic. Like the advisory letters on FERPA from the FPCO, these opinions provide insight into how IPAD interprets the MGDPA, but you should exercise caution in applying those opinions to a different factual situation. Colleges and universities are advised to consult with the Office of General Counsel or the Attorney General's Office for assistance.

[Minnesota Government Data Practices Act](#) (MGDPA)

[Minnesota Rules implementing Chapter 13](#) of Minnesota Statutes

[Minnesota Statutes Chapter 13](#) is the MGDPA

[U.S. Code](#) ("U.S.C.", Federal Laws)

FERPA cite: 20 U.S.C. 1232g