

## **1090P ACCESSING PUBLIC INFORMATION PROCEDURE**

### **GENERAL GUIDELINES FOR REQUESTING AND ACCESSING:**

- Any member of the public is allowed to view public information without charge.
- Viewing 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 the data on the public's own computer, but in some cases, we may charge for such access.
- We will provide access to public data as soon as possible, depending on the time required to locate or copy the data requested.
- We do not have to provide data that we do not keep.
- Upon request, we will provide copies of public data. We may charge for those 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 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 possible. 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 request is not public, we will notify you orally or in writing, and tell you which law applies. If requested, we will provide our decision in writing.

### **HOW TO MAKE ROUTINE REQUESTS FOR PUBLIC INFORMATION AT NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

#### **A. TELL US WHAT YOU WANT**

Northland Community and Technical College requires that 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:**

John Fields, Vice President of Academic and Student Affairs, located at 2022 Central Ave NE, East Grand Forks, MN 56721 phone number (218) 793-2539

**For PERSONNEL RECORDS contact:**

Michelle Benitt, Vice President of Human Resource, located at 1101 Highway One East, Thief River Falls, MN 56701, phone number (218) 683-8634

**For FINANCIAL RECORDS contact:**

Kalen Wiseth, Vice President of Finance located at 2022 Central Ave NE, East Grand Forks, MN 56721; phone number (218) 793-2415.

**For ADMINISTRATIVE RECORDS contact:**

Kalen Wiseth, Vice President of Finance, located at 2022 Central Ave NE, East Grand

Forks, MN 56721; phone number (218) 793-2415.

**For SECURITY RECORDS contact:**

Clinton Castle, Director of Facilities, located at 1101 Highway One East, Thief River Falls MN 56701; phone number (218) 683-8600.

Date of Adoption:	11/9/06
Date of Implementation:	11/9/06
Date & Subject of Revisions:	1/24/08 – Updated names, titles & contact info
	7/12/10 – Updated names, titles & contact info
	9/29/15 & 10/1/15 – Updated names, titles, contact info and removed ‘www. & http:’ from website addresses
Reviewed:	7/1/16
Reviewed:	7/1/17
Reviewed:	<u>7/12/18 – Updated contact information and website addresses to Minnesota State</u>
Reviewed:	7/1/19
Date and Subject of Revisions:	7/29/20 – Updated names and titles
Date and Subject of Revisions:	12/8/23 - Removed links, updated names and titles
Date and Subject of Revisions:	10/13/25 Updated names and titles