PURPOSE: To define procedures for handling Minnesota Government Data Practices Act data requests.

APPLICABILITY:
- 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 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 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.
- We cannot 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 it is needed to send the data or to clarify your request. You are not required to tell us why you want the information.
- Upon request, we will explain the content and meaning of the data.
- 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.
- 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:
- Data practice requests must be in written form. If it is information regarding student data, there are forms available in the Student Services department.
- Please state that you are making a request under the Minnesota Government Data Practices Act. Make your request as specific as possible; describe the information you want as clearly as you can. We may need some time to locate the information you are requesting and by clearly stating your request, it will help us to respond more efficiently.

Send your requests to the appropriate person/department.

| For student affairs (academic) records contact: | Dean of Students  
| Registrar’s Office  
Riverland Community College  
1900 8th Avenue NW  
Austin, MN 55912  
Phone: 507-433-0610  
Fax: 507-433-0515 | Riverland Community College  
1900 8th Avenue NW  
Austin, MN 55912  
Phone: 507-433-0829  
FAX: 4007-433-0515 |
<table>
<thead>
<tr>
<th>For personnel records contact:</th>
<th>For public relations contact:</th>
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<tbody>
<tr>
<td>Human Resources Office</td>
<td>Executive Director of Communications, Media Relations &amp; Marketing</td>
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<tr>
<td>Riverland Community College</td>
<td>Riverland Community College</td>
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<tr>
<td>1900 8th Avenue NW</td>
<td>1900 8th Avenue NW</td>
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<td>Austin, MN 55912</td>
<td>Austin, MN 55912</td>
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<tr>
<td>Phone: 507-433-0666</td>
<td>Phone: 507-433-0341</td>
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<tr>
<td>Fax: 507-433-0349</td>
<td>Fax: 507-433-0629</td>
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</tbody>
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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

LIST RELATED POLICIES, PROCEDURES OR PLANS HERE:
- Minnesota Government Data Practices Act

Date of Initial Review by President’s Cabinet: 2/13/2014
AASC Review (if applicable):
FSGC Review (if applicable): 3/12/2014
Date of Final Approval / Policy Adoption: 3/13/2014
Date & Subject of Revisions: