

Guide to Accessing Public Information

This guide is intended to assist you in obtaining public information from Minnesota State College Southeast in a timely and efficient manner. It addresses who to contact for access to public information and how to make a request.

Locating General Public Information Online

Much public information about the Minnesota State Colleges and Universities (Minnesota State) system and its colleges and universities is available online and can be accessed at <http://www.minnstate.edu/>

Requesting and Accessing Public Information from Southeast

- Any member of the public is allowed to view public information without a 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, the college may charge for such access as permitted by law.
- 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 are not required to provide data that we do not keep.
- Upon request, we will provide copies of public data. We will charge for copies in accordance with applicable law.
- You are not required to identify yourself unless we need the information to send you the data or need to clarify your request; you don't have to tell us why you want the information unless we need to do so to comply with applicable laws.
- 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 request is not public, we will notify you and will tell you which law applies. If you request, we will provide our decision in writing.

Requesting Specific Public Information

1. Tell us what you want

- Requests for information may be written or oral. Various written and oral formats for requests are acceptable.
- 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.

2. Send your request to the appropriate data compliance official

College Personnel Requests:

Megan Zeches, Chief Human Resources
Officer Minnesota State College Southeast
1250 Homer Rd, Winona, MN 55987
Phone: 507-453-2673 Fax: 507-453-1479
Email: megan.zeches@southeastmn.edu

Student Record Requests:

Holly Daley, Registrar
Minnesota State College Southeast
308 Pioneer Road
Red Wing, MN 55066
Phone: 651-385-6300 Fax: 651-385-6377
Email: hdaley@southeastmn.edu

College Finance Requests:

Amy Schmidt, Vice President of Finance & Administration
Minnesota State College Southeast
1250 Homer Road, Winona, MN 55987
Phone: 507-453-2752 Fax: 507-453-2755
Email: amy.schmidt@southeastmn.edu

Overall Responsible Authority:

Dr. Marsha Danielson, President
Minnesota State College Southeast
1250 Homer Road, Winona, MN 55987
Phone: 507-453-2721 Fax: 507-453-2795
Email: Marsha.Danielson@southeastmn.edu