

NORMANDALE COMMUNITY COLLEGE
Guide to Accessing Personnel Data
Human Resources

This document is to provide guidelines for requesting personnel data from Normandale Community College. Requests for information must be in writing or by e-mail to the Director of Human Resources, Normandale Community College, 9700 France Ave. S., Bloomington, MN 55431 (s.harris@nr.cc.mn.us). Please state the specific documents or data you request. We may need time to locate the information you are requesting. Please state you are making a request under the Minnesota Government Data Practices Act.

The Minnesota Government Data Practices Act (MGDPA- M.S. 13.43)

This law regulates personnel data created, collected, received or disseminated by a state agency. In summary, the act regulates:

- what information can be collected
- who may see the information
- classification of data
- duties of government personnel
- procedures for access to information
- penalties for violation
- charging of fees for copies

Personnel Data on Individuals - Classifications under the MGDPA

- **Public:** Available to anyone for any reason.

- **Private:** Available only to the data subject and to anyone authorized by the data subject or by the law to see it. Information that is "private" data on persons other than the requestor may be redacted from documents.

- **Confidential:** Not available to the public or the data subject.

FEE FOR COPIES

- Employees will not be charged for the first copy of their own personnel file data or as provided by state bargaining agreements.

- Charges for copies of personnel data is the actual average cost of support employees, labor and materials.

- The general charge for copies of personnel data is \$.10 a page for single pages and \$.20 a page for two sided copies. This is the actual average labor and materials cost of making copies on an office photocopier. Specialized copying or data that requires more than minimal research will be \$.25 a page.

- The human resources director (or designee) processing the request for copies of data retains the discretion to reduce or waive the standard charges for copying in appropriate circumstances such as when the copying costs are minimal.