

## **LAKE SUPERIOR COLLEGE GUIDE TO ACCESSING PUBLIC INFORMATION**

This document is designed to assist interested parties in obtaining public information from Lake Superior College. It answers such questions as who to contact for access to different kinds of public information, and how to make a request. The goal is to respond to requests for public information in a timely and efficient manner.

### **PUBLIC INFORMATION ONLINE**

Much public information about Lake Superior College is available on the Internet. The following sites are accessible to the public and may contain the information needed.

#### **LSC Web Sites**

LSC's home page	<a href="http://www.lsc.edu">www.lsc.edu</a>
Office of the Chancellor	<a href="http://www.mnscu.edu/index.html">http://www.mnscu.edu/index.html</a>
Board of Trustees	<a href="http://www.mnscu.edu/Board%20of%20Trustees">www.mnscu.edu/Board of Trustees</a>
LSC Facts and Information	<a href="http://www.lsc.edu/about/">www.lsc.edu/about/</a>
Campus Security Information	<a href="http://www.lsc.edu/security/">http://www.lsc.edu/security/</a>
Employee Directory & Credentials	<a href="http://www.lsc.edu/directory/">http://www.lsc.edu/directory/</a>
College Policies	<a href="http://www.lsc.edu/policy/">http://www.lsc.edu/policy/</a>
Admissions and Records	<a href="http://www.lsc.edu/StuServ/admissions/">http://www.lsc.edu/StuServ/admissions/</a>
Human Resources	<a href="http://www.lsc.edu/HR">http://www.lsc.edu/HR</a>

### **REQUESTING AND ACCESSING PUBLIC INFORMATION**

#### **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 the College 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.
- The College will provide access to public data as soon as is reasonable, but may not be able to provide the information requested immediately.
- The College is not obligated to provide data that it does not keep.
- Upon request, the College will provide copies of public data. Under Minn.Stat. Sect. 1303, Subd. 3 (c ), the college may charge \$0.25 per page for copying services and the cost of employee time to research, gather, reproduce and distribute the requested information.
- Individuals are not required to identify themselves unless the College needs the information for some purpose such as sending the data, or clarifying your request. The reasons for a request do not have to be disclosed.
- Upon request, the College will explain the content and meaning of the data requested.
- If the College stores the public data requested electronically, a request may be made to provide a copy in electronic form, and the College will do so if we reasonably can. The College is not obligated to provide the data in a format or program that is different from how it is stored, but if agreed to, the College will charge you for the cost of providing the copy.
- If the College deems that the data requested is not public, notification and legal rationale will be provided in a timely manner.

## **TO OBTAIN SPECIFIC PUBLIC INFORMATION**

### A. WRITTEN REQUESTS FOR PUBLIC INFORMATION

Requests should be as specific as possible, describing the information needed as clearly as possible. The College may need time to locate the information requested.

### B. CONTACT INFORMATION

#### HUMAN RESOURCES/PERSONNEL RECORDS & EQUAL OPPORTUNITY AND DIVERSITY RECORDS:

Mary Nienaber, Director of Human Resources  
Lake Superior College  
2101 Trinity Road  
Duluth, MN 55811  
Fax: 218-733-5937  
E-mail: [m.nienaber@lsc.edu](mailto:m.nienaber@lsc.edu)

#### EDUCATIONAL RECORDS:

Jean Pehl, Registrar  
Lake Superior College  
2101 Trinity Road  
Duluth, MN 55811  
Fax: 218-733-5945  
E-mail: [j.pehl@lsc.edu](mailto:j.pehl@lsc.edu)

#### MEDIA REQUESTS and all other requests:

Gary Kruchowski, Director of Public Information  
2101 Trinity Road  
Duluth, MN 55811  
Phone: (218) 733-7649  
Email: [g.kruchowski@lsc.edu](mailto:g.kruchowski@lsc.edu)

The “*Request for Public Information*” form may be used to request information.  
[www.hr.mnscu.edu/so/forms](http://www.hr.mnscu.edu/so/forms)

#### **OTHER QUESTIONS ABOUT ACCESS TO PUBLIC DATA:**

Beth Adams, Vice President of Student Services & Data Practices Compliance Official  
Lake Superior College

2101 Trinity Road, Duluth, MN 55811, Phone: (218) 733-5928  
E-mail: [b.adams@lsc.edu](mailto:b.adams@lsc.edu)