

Minnesota Office of Higher Education

Txoj Cai Thov Cov Ntaub Ntawv Los Ntawm Cov Neeg Pej Xeem

Txoj cai lij choj Minnesota Statutes §13.025 thiab §13.03 yuav tsum muaj cov ntaub ntawv qhia no.

Txoj Cai Muaj Cai Mus Saib Cov Ntaub Ntawv Pej Xeem

Txoj cai lij choj Minnesota Government Data Practices Act (Minn. Stat. §13) muab xam hais tias txhua yam ntaub ntawv yog ntaub ntawv pej xeem, tshwj tsis yog tias txoj cai hauv xeev los sis txoj cai ntawm tsoom fwm teev tseg hais tias cov ntaub ntawv ntawd tsis pub rau pej xeem pom. “Government data” yog ib lo lus uas txhais tias txhua yam ntaub ntawv uas tau sau tseg uas tau tsim, sau, khaws cia, los sis tuav cia rau kev ua hauj lwm.

Txoj cai lij choj Minnesota Government Data Practices Act yuav kom cov chaw hauj lwm ntawm lub xeev khaws cov ntaub ntawv ntawm tsoom fwm yam yooj yim los nrhiav thiab saib tau. Koj muaj cai mus saib (kuaj xyuas) yam tsis tau them nqi los saib cov ntaub ntawv rau pej xeem uas lub Office of Higher Education (OHE) tau khaws cia. Koj kuj muaj cai luam cov ntaub ntawv pej xeem. Koj muaj cai saib cov ntaub ntawv yam tsis them nqi ua ntej koj yuav txiav txim siab muab cov ntawv ntawd luam tawm. Txoj cai Data Practices Act tuaj yeem cia OHE rub nqi them rau cov ntaub ntawv luam thiab.

Yuav Thov Li Cas Kom Tau Cov Ntaub Ntawv

Tus neeg muaj cai tswj xyuas yog tus uas txoj cai tau tsa ua tus neeg saib xyuas kev sau, kev siv, thiab kev faib tawm cov ntaub ntawv ntawm tsoom fwm ib lub koom haum twg. Nyob rau hauv cov chaw hauj lwm ntawm lub xeev, tus neeg muaj cai tswj xyuas yog tus commissioner. Feem ntau cov kev thov cov ntaub ntawv raug tswj los ntawm Data Practices Compliance Official. Yog koj xav saib cov ntaub ntawv los sis thov cov ntawv luam uas OHE khaws cia, koj yuav tsum xa koj qhov kev thov rau Data Practices Compliance Official. Yog koj muaj lus nug txog seb leej twg thiaj li yog tus koj yuav tiv tauj, koj hu tau rau OHE ntawm 651-642-0567 los sis 800-657-3866. Cov kev thov ntawm **cov neeg xov xwm** raug tswj los ntawm tus Director of Communications.

Koj yuav tsum sau ib daim ntawv mus thov cov ntaub ntawv ntawd. Sau ib tsab email suav tias yog ib tsab ntawv thov thiab. Thaum koj ua koj qhov kev thov, koj yuav txais ib lo lus teb lees txog koj qhov kev thov li ob hnuv ua hauj lwm. Yog koj tsis tau txais ib lo lus teb ntawm ob hnuv ua hauj lwm, tiv tauj rau Data Practices Compliance Official ntawm 651-642-0567, nias 9 ces nias 0. Koj siv tau daim ntawv thov uas nyob rau nplooj ntawv 7, tiam sis koj tsis tas yuav siv daim ntawv thov ntawd. Yog koj tsis siv daim ntawv ntawd los thov cov ntaub ntawv, koj qhov kev thov yuav tsum muaj:

- Tias koj tab tom ua ib qho kev thov raws li txoj cai lij choj Data Practices Act (Minn. Stat. §13), raws li ib tug data subject, rau cov ntaub ntawv hais txog koj.
- Ib qho kev piav qhia kom mee txog cov ntaub ntawv uas koj xav tau.
- Seb koj puas xav xyuas cov ntaub ntawv, xav tau cov ntawv luam tawm, los sis ob yam tib si.

OHE tsis muaj cai yuam kom koj, uas yog ib tug neeg pej xeem, qhia koj tus kheej los sis piav txog qhov laj

thawj uas koj tab tom thov txog cov ntaub ntawv ntawd. Tiam sis, nyob ntawm seb koj xav kom peb ua koj qhov kev thov li cas (piv txwv li, xa cov ntawv luam rau koj), tej zaum OHE yuav xav tau ib co ntaub ntawv tiv tauj koj. Tsis tas li ntawd, thov nco ntsoov tias yog OHE tsis nkag siab koj qhov kev thov thiab tsis muaj kev tiv tauj tau koj, tej zaum lawv yuav tsis ua tau koj qhov kev thov ntawd.

OHE Yuav Teb Li Cas Rau Qhov Kev Thov Rau Cov Ntaub Ntawv

Thaum koj ua koj qhov kev thov, OHE yuav teb hauv ob hnuv ua hauj lwm los hais tias lawv tau txais koj qhov kev thov lawm thiab tab tom tshuaj xyuas. Qhov kev teb yuav yog tib hom kev sib txuas lus uas koj tau siv los xa koj qhov kev thov tuaj, tshwj tsis yog koj tau qhia lwm hom kev sib txuas lus hauv koj qhov kev thov. Yog koj tsis tau txais ib lo lus teb hauv ob hnuv ua hauj lwm, tiv tauj rau Data Practices Compliance Official ntawm 651-642-0567, nias 9 ces nias 0.

Yog koj daim ntawv thov tsis qhia meej tias koj thov cov ntaub ntawv dab tsi, OHE yuav nug kom koj piav kom meej ntiv. Yog tias koj sau koj daim ntawv thov kom meej thiab piav qhia luv, OHE yuav nrhiav tau yooj yim, xyuas, thiab muab tau cov ntaub ntawv ntawd, yog tias yeej muaj cov ntaub ntawv koj thov txog. Cov kev thov uas thov ntau yam ntaub ntawv, los sis ib txhia ntaub ntawv uas lawv tsis paub meej tseeb txog, tej zaum yuav siv sij hawm ntev dua los nrhiav kom tiav.

- Yog OHE tsis muaj cov ntaub ntawv ntawd, OHE yuav ceeb toom rau koj paub hauv 10 hnuv ua hauj lwm.
- Yog OHE muaj cov ntaub ntawv ntawd, tiam sis cov ntaub ntawv tsis yog ntaub ntawv pej xeem, OHE yuav ceeb toom rau koj kom sai thiab qhia txog cov cai tshwj xeeb hom ntawv ntawd.
- Yog OHE muaj cov ntaub ntawv ntawd, thiab cov ntaub ntawv ntawd yog ntaub ntawv pej xeem, OHE yuav teb koj qhov kev thov thiab sai raws li qhov tsim nyog. Yog tias koj thov txog cov ntaub ntawv ua muaj ntau yam ceev cia, OHE tsuas xa tau ib feem zuz zus txog thaum xa txhua yam tiav hlo rau koj. OHE yuav teb koj qhov kev thov los ntawm ib qho hauv qab no:
 - Teem ib hnuv, sij hawm, thiab qhov chaw kom koj tuaj saib cov ntaub ntawv yam tsis muaj nqi them, los sis
 - Muab cov ntaub ntawv luam tawm xa rau koj hauv 10 hnuv ua hauj lwm. Koj xaiv tau seb koj yuav tuaj nqa cov ntawv luam los sis seb koj xav kom OHE muab xa rau koj. OHE tuaj yeem muab tau cov ntawv ceev cia electronic yog tias koj thov txog thiab lawv kuj muab xa tau rau koj yog tias OHE tau muab khaws tseg ua hom ntawd. Lub sij hawm uas yuav siv los nrhiav tau cov ntawv koj thov nyob ntawm ntau yam, xws li seb koj xav tau pes tsawg daim ntawv luam, muaj pes tsawg tus neeg ua hauj lwm los pab rau koj qhov kev thov, thiab muaj pes tsawg qhov kev thov tib si. Cov nqi them muaj piav hauv qab no.

Yog koj tsis to taub qee yam ntawm cov ntaub ntawv ntawd (cov lo lus siv, cov ntawv abbreviations, los sis cov npe acronyms), thov qhia rau Data Practices Compliance Official. Txawm tsis muaj ib txoj cai hais tias peb yuav tsum teb cov lus nug uas tsis muaj feem txog koj qhov kev thov ntaub ntawv los sis pab txhais/piav qhia cov ntaub ntawv rau pej xeem, los OHE yuav sim pab koj raws lawv lub peev xwm.

Txoj cai lij choj Data Practices Act tsis yuam kom OHE qhia txog cov ntaub ntawv tshiab rau koj lub sij hawm los teb koj qhov kev thov yog tias thaum ntawd OHE twb tsis muaj cov ntaub ntawv ntawd, los sis muaj cov ntaub ntawv ua ib hom ntawv txawv uas koj tsis tau thov saib txog. Yog OHE pom zoo los tsim cov ntaub ntawv ntawd kom ncaj rau lub sij hawm koj tau thov saib, lawv mam li muab txuas mus rau koj qhov kev thov, thiab neb mam li tham kom haum txog tus nqi thiab lub sij hawm yuav saib.

Koj kuj ua tau ib qhov kev thov hu ua standing request rau cov ntaub ntawv hais txog koj. Standing request yog cov kev thov saib ntaub ntawv uas ntu zus uas yuav siv sij hawm ncu ntev. Standing request yuav tas sij hawm tom qab peb lub hlis, thiab txhua yam nqi uas yuav tsum tau them yuav tsum them kom tag ua ntej peb lub hlis ntawd xaus, thiab ua ntej yuav tauj dua qhov standing request txuas ntxiv.

Cov ntaub ntawv Summary Data yog cov ntawv uas tshem tawm txhua yam kev txheeb xyuas ntawm cov ntaub ntawv ntiag ntug thiab ntaub ntawv yuav tsum zais cia ntawm ib leeg twg. OHE yuav npaj cov ntaub ntawv Summary Data yog tias tus neeg thov ua ib tsab ntawv thov thiab them tus nqi kwv yees ua ntej uas siv los npaj cov ntaub ntawv ntawd, nrog rau kev them tag nrho tus nqi ntawm kev npaj cov ntaub ntawv ntawd ua ntej OHE muab cov ntaub ntawv Summary Data rau koj. Koj siv tau daim ntawv thov uas nyob rau nplooj 5, tiam sis koj tsis tas yuav siv daim ntawv ntawd. Peb yuav teb koj qhov kev thov hauv 10 hnuv ua hauj lwm nrog cov ntsiab lus hais txog thaum twg cov ntaub ntawv yuav npaj tau thiab tus nqi kwv yees. Yog koj tsis siv daim ntawv thov, koj qhov kev thov yuav tsum qhia:

- Tias koj, uas yog ib tug neeg pej xeem, tab tom ua ib qhov kev thov cov ntaub ntawv summary data raws li Data Practices Act (Minn. Stat. §13).
- Kom meej txog summary data uas koj xav kom npaj thiab hom uas koj xav tau (piv txwv li ntawv, electronic, thiab lwm yam).

Cov Nqi Rau Cov Neeg Pej Xeem

OHE rub nqi them rau cov neeg pej xeem rau cov ntawv luam (ntawv los sis electronic) ntawm tsoom fwm cov ntaub ntawv. Cov nqi no muaj cai muab raws li txoj cai lij choj Minnesota Statutes, seem 13.03, qeb 3(c). Koj yuav tsum them cov nqi ntawm cov ntawv luam **ua ntej** peb thiaj li muab tau rau koj. Peb yuav thov kom them ib feem ntawm tus nqi kwv yees ua ntej peb pib ua hauj lwm los tshawb nrhiav thiab nrhiav cov ntaub ntawv uas phim koj qhov kev thov. Peb tsis rub nqi rau kev saib cov ntaub ntawv los sis kev cais cov ntaub ntawv pej xeem tawm ntawm cov ntaub ntawv koom haum.

- Yog tias muaj 100 los sis tsawg dua daim nplooj ntawv thiab luam xim dub thiab dawb, thiab daim ntawv loj li cov ntawv letter los sis raws li txoj cai, tus nqi yuav yog 25¢ uas luam rau ib sab ntawv xwb, tiam sis yog luam ob sab tus nqi yuav yog 50¢.
- Cov nqi rau lwm hom ntawv luam, thaum tus nqi tsis raug teem tseg los ntawm txoj cai lij choj los sis txoj cai tswj hwm, yuav yog tus nqi tiag ntawm kev tshawb nrhiav thiab nrhiav tau cov ntaub ntawv thiab kev luam cov ntawv los sis xa cov ntawv electronic.
 - Thaum suav tus nqi tiag tiag, OHE suav lub sij hawm ntawm tus neeg ua hauj lwm los tsim thiab xa cov ntawv luam ntawd, tus nqi ntawm cov khoom uas peb luam cov ntaub ntawv rau (yog tias cov ntawv ntau tshaj 100 nplooj, CD, DVD, thiab lwm yam), thiab cov nqi xa

ntawv xws li daim ntawv nplaum rau lub hnab ntawv (yog muaj).

- Yog koj qhov kev thov yog cov ntawv luam ntawm cov ntaub ntawv uas peb tsis muaj peev xwm yuav luam tau peb tus kheej, xws li duab, peb yuav hais kom koj them tus nqi uas peb ntiav ib tug neeg sab nraud los luam cov ntaub ntawv ntawd.
- Tus nqi ntawm lub sij hawm yuav xam los ntawm kev them nyiaj raws xoj moos rau tus neeg ua hauj lwm uas tau nyiaj hli tsawg tshaj, ntiv rau 20% nyiaj pab dej siab.
- Yog tias, raws li koj qhov kev thov, peb pom tias yuav tsum muaj ib tug neeg ua hauj lwm uas muaj nyiaj hli siab dua los tshawb nrhiav thiab nrhiav tau cov ntaub ntawv ntawd, peb yuav suav tus nqi tshawb nrhiav thiab nrhiav tau raws li tus nqi them nyiaj hli/nyiaj ua hauj lwm siab dua ntawd.

Ntaub Ntawv Tiv Tauj Txog Cov Txheej Txheem Tuav Ntaub Ntawv

Xa txhua qhov kev thov rau ntawm::

Kev Xa Ntawv:

Data Practices Compliance Official
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227

Fax: 651-642-0675, attention to the Data Practices Compliance Official, sau hauv qab, “Data Request – public” ntawm thawj daim ntawv

Tus Email: datarequest.ohc@state.mn.us sau “Data Request – public” rau ntawm qhov subject line ntawm tsab email.

Tus Neeg Muaj Cai Tswj Xyuas

Dennis Olson Jr., Commissioner

Tus Data Practices Compliance Official

Andrew Wold, General Counsel

Minnesota Office of Higher Education
Daim Ntawv Thov Cov Ntaub Ntawv Pej Xeem

Lub Npe:	Hnub Tim:	
Qhov Chaw Nyob:		
Nroog:	Xeev:	Zip:
Tus Xov Tooj:		Email:

Nco tseg: Koj tsis tas yuav muab cov ntaub ntawv saum toj no. Tiam sis, tej zaum OHE yuav muab tsis tau cov ntaub ntawv pej xeem uas phim koj qhov kev thov rau koj yog tsis muaj cov ntaub ntawv tiv tauj no.

Thov piav qhia cov ntaub ntawv uas koj tab tom thov kom OHE muab rau koj hauv lub thawv hauv qab no:

_____ Tshuaj Xyuas _____ Ntawv Luam _____ Ob Yam Tib Si, tsuaj xyuas thiab luam

Txoj Cai Lij Choj MS § 13.03, qeb. 3, tso cai rau OHE rub ib tug nqi los pab them cov nuj nqis ntawm kev muab cov ntaub ntawv luam, suav nrog lub sij hawm uas siv los tshawb nrhiav thiab nrhiav tau cov ntaub ntawv uas phim koj qhov kev thov. Yuav tsum them ua ntej mam li tau txais cov ntaub ntawv luam, thiab tej zaum yuav tsum them ib feem ntawm cov nqi ua ntej peb yuav pib nrhiav.