

## **Lub Chaw Ua Haujlwm Kev Kawm Txheej Siab hauv Minnesota**

### **Cai Tswj Kev Thov Ntaub Ntawv ntawm Cov Koom Xeeb ntawm Kev Nthuav Tawm**

Cov Cai Lij Choj hauv Minnesota §13.025 thiab §13.03 yuav tseev kom muaj cov ntaub ntawv no.

### **Txoj Cai Nkag Rau Cov Ntaub Ntawv Nthuav Tawm**

Tsab Cai Kev Siv Ntaub Ntawv ntawm Tsoom Fwv Minnesota (Minn. Stat. §13) nkag siab hais tias txhua yam ntaub ntawv ntawm tsoom fwv yog ntaub ntawv nthuav tawm tshwj hais yog hais tias txoj cai lij choj hauv xeev lossis hauv tsoom fwv lossis kev cais hom ib vuag dua muab hais tias cov ntaub ntawv ntawd yog ntaub ntawv tsis nthuav tawm. Cov ntaub ntawv ntawm tsoom fwv yog ib lo lus uas txhais tau txhua yam xov xwm tuav tseg uas ib lub koom haum tsoom fwv twg tau tsim tawm, suav sau, khaws cia, lossis ceev cia txhawm rau ua lawv txoj haujlwm.

Tsab Cai Siv Ntaub Ntawv ntawm Tsoom Fwv hauv Minnesota yuav tseev kom hais tias cov koom haum hauv xeev khaws cov ntaub ntawv tsoom fwv rau ib txoj hau kev uas nkag tau yooj yim. Koj muaj txoj cai los mus saib (ntsua xyuas), pub dawb, txhua yam ntaub ntawv nthuav tawm uas lub Chaw Ua Haujlwm Kev Kawm Txheej Siab (OHE, Office of Higher Education) khaws cia. Koj kuj tseem muaj cai tau txais cov luam qauv ntawm cov ntaub ntawv nthuav tawm thiab. Koj muaj txoj cai los mus saib cov ntaub ntawv, pub dawb, ua ntej yuav txiav txim siab thov cov ntawv luam qauv. Tsab Cai Kev Siv Ntaub Ntawv tso cai rau OHE sau nqi rau cov ntawv luam qauv.

### **Yuav Tsim Kev Thov Ntaub Ntawv Tau Li Cas**

Tsoom saib xyuas feem xyuam yog tus coj xwm uas raug teeb tsa los ntawm txoj cai lij choj ua tus neeg uas muaj feem xyuam rau kev suav sau, kev siv, thiab kev nthuav tawm ntawm ib lub koom haum tsoom fwv twg cov ntaub ntawv. Nyob rau cov koom haum hauv xeev, tsoom saib xyuas feem xyuam yog tus thawj tswj cai. Cov kev thov ntaub ntawv feem ntau yog cov neeg koom xeeb neeg ua haujlwm ua tus saib xyuas. Txhawm rau saib cov ntaub ntawv lossis thov cov ntawv luam qauv ntawm cov ntaub ntawv uas OHE khaws cia, tsim koj qhov kev thov txog cov ntaub ntawv mus rau Tus Raug Teeb Tsa Siv Ntaub Ntawv (Data Practices Designee) rau lub cheeb tsam ncauj lus uas koj ntseeg hais tias cov ntaub ntawv hais txog koj yuav tso rau ntawd. Cov npe Ces Haujlwm ntawm OHE thiab tus raug teeb tsa los ntawm ces haujlwm ntawd nyob rau tom kawg ntawm tsab cai tswj no. Yog tias koj tsis paub hais tias Tus Raug Teeb Tsa twg yog tus tseem, koj tuaj yeem nug OHE los ntawm kev hu rau 651-642-0567 lossis 800-657-3866. **Cov kev thov raws media** raug saib xyuas los ntawm Tus Raug Teeb Tsa rau rooj tsav xwm saib xyuas Kev Sib Txuas Lus.

### **Koj yuav tsum tsim kev thov cov ntaub ntawv ua ntaub ntawv**

Ib tsab email siv tau ua kev thov ua ntaub ntawv lawm. Koj kuj yuav siv daim foos thov ntaub ntawv uas xa tuaj nrog cov ntaub ntawv no, tab sis koj tsis siv daim foos ntawd los tau. Yog tias koj xaiv qhov tsis siv daim foos thov ntaub ntawv, koj qhov kev thov yuav tsum xam muaj:

- Hais tias koj, tam li yog ib tug koom xeeb ntawm kev nthuav tawm, tab tom tsim kev thov raws Tsab Cai Kev Siv Ntaub Ntawv (Minn. Stat. §13).
- Ib qho kev piav qhia tseeb txog ntawm cov ntaub ntawv uas koj xav tau.
- Seb koj xav tshuaj ntsuam cov ntaub ntawv, xav tau cov luam qauv ntawm cov ntaub ntawv, lossis ob yam tib si.

OHE tsis tuaj yeem tseev kom koj, tam li yog ib tug koom xeeb ntawm kev nthuav tawm, los mus taw qhia koj tus kheej lossis piav qhia lub paus ntsis rau koj qhov kev thov ntaub ntawv. Li cas los xij, nce raws qhov seb koj yuav kom peb lis koj qhov kev thov li cas, (piv txwv, xa cov luam qauv ntawm cov ntaub ntawv rau koj), OHE kuj yuav xav tau qee yam xov xwm tiv tauj rau koj. Ntxiv ntawd, thov nco ntsoov hais tias yog OHE tsis nkag siab koj qhov kev thov thiab tsis muaj hau kev los mus tiv tauj rau koj, ces yuav tsis muaj peev xwm yuav lis tau koj qhov kev thov li.

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

Thaum koj tsim koj qhov kev thov, tus Neeg Raug Teeb Tsa yuav teb tsis dhau ob hnuv ua haujlwm hais tias tau txais lawm thiab tab tom ntsuam xyuas. Lus teb yuav nyob rau tib tug qauv ntawm qhov kev sib txuas lus uas koj tau xa koj qhov kev thov mus, tshwj tsis yog hais tias muaj lwm yam kev sib txuas lus uas tau muab rau hauv koj qhov kev thov lawm. Yog tias OHE tsis tuaj yeem xa tau rau koj nyob rau tib txoj hau kev uas koj xa koj qhov kev thov, thiab koj ho tsis muab lwm yam xov xwm tiv tauj li, OHE yuav muab qhov kev thov ntawd tso pov tseg. Yog tias koj tsis tau txais qhov lus teb nyob rau ob hnuv ua haujlwm, ces tiv tauj rau tus Neeg Coj Xwm Kev Ua Raws ntawm Kev Siv Ntaub Ntawv ntawm 651-642-0567, nias 9 tom qab ntawd nias 0.

Yog tias hais tsis tau tseeb txog yam ntaub ntawv uas koj tab tom thov, ces OHE yuav hais kom koj piav qhia kom tseeb. Yog tias koj qhov kev thov hais tau tsi ntsees thiab yooj yim, OHE yuav tuaj yeem ua tau zoo dua los mus nrhiav, ntsuam xyuas, thiab qhib cov ntaub ntawv, yog tias muaj cov ntaub ntawv teb rov qab nyob. Cov kev thov uas nrhiav ncuav dav dav ntawm cov ntaub ntawv, lossis hom ntaub ntawv tsis tseeb, pheej siv ntaub ntawv ntau heev, yuav siv sij hawm ntev dua los mus lis.

- Yog tias OHE tsis muaj cov ntaub ntawv, OHE yuav ceeb toom rau koj tsis dhau 10 hnuv ua haujlwm.
- Yog tias OHE muaj cov ntaub ntawv, tab sis cov ntaub ntawv yog cov tsis nthuav tawm, OHE yuav ceeb toom rau koj sai npaum li sai tau raws qhov tsim nyog thiab yuav ntos txog hais tias cov cai lij choj twg hais tias cov ntaub ntawv yog cov tsis nthuav tawm.
- Yog tias OHE muaj cov ntaub ntawv, thiab cov ntaub ntawv yog hom nthuav tawm, OHE yuav teb rau koj qhov kev thov yam tsim nyog thiab sai sai kiag ntawd, tsis dhau ib lub sij hawm uas tsim nyog. Txhawm rau tshooj nqi luam ntawv, hauv qab no, OHE kuj yuav xa kev thov rau koj txog ntawm kev tso nyiaj rau cov nqi luam ntawv uas khwv yees tag nrho txog ntawm kev tshawb fawb thiab kev muab ntaub ntawv, thiab cov nqi luam ntawv. Yog tias koj tsis teb rau qhov kev thov tso nyiaj nyob rau hauv 10 hnuv ua haujlwm, OHE yuav muab qhov kev thov ntaub ntawv tso pov tseg. Yog tias cov ntaub ntawv uas teb rov qab ntau heev, OHE kuj yuav nthuav tawm cov ntaub ntawv ua ntu zus txog ntua thaum qhov lus teb tiav mus. OHE yuav teb rau koj qhov kev thov los ntawm kev ua ib qho twg ntawm cov txuas ntxiv mus no:
  - Npaj hnuv tim, sij hawm, thiab qhov chaw los mus saib cov ntaub ntawv, pub dawb, lossis
  - Muab cov luam qauv ntawm cov ntaub ntawv rau koj sai npaum li sai tau raws li qhov tsim nyog. Koj kuj yuav xaiv qhov mus tos koj cov ntawv luam qauv lossis cia rau OHE xa ntawv mus rau koj. OHE yuav muab cov luam qauv siv hauv cuab yeej siv hluav taws xob raws kev thov yog tias OHE ceev tau cov ntaub ntawv ua hom siv hauv cuab yeej siv hluav taws xob . Ncuav ntev ntawm lub sij hawm uas siv los mus lis koj qhov kev thov yuav nces raws ntau yam kev hloov xws li: Qhov ntau ntawm cov ntaub ntawv uas yuav ntsuam xyuas, yuav thov ntawv luam qauv npaum li cas, muaj pes tsawg leej neeg ua haujlwm yuav los mus saib xyuas, thiab muaj cov kev thov ntaub ntawv uas tab tom raug lis ntau npaum li cas. Cov nqi raug muab piav qhia raws li hauv qab no.

Yog tias koj tsis nkag siab qee yam ntawm cov ntaub ntawv (cov lus fab kev kws, cov lus txiav kom luv, lossis cov lus txiav los ua tus ntawv), thov caw qhia rau Tus Raug Teeb Tsa. Nyob rau lub sij hawm uas peb tsis raug tseeb kom ua los ntawm txoj cai los mus teb cov lus nug uas tsis hais txog koj cov kev thov ntaub ntawv lossis txhais lus/piav qhia tej ntaub ntawv nthuav tawm raws feem xyuam, OHE yuav ua kom tau zoo tshaj plaws.

Tsab Cai Kev Siv Ntaub Ntawv tsis tseeb kom peb los mus tsim lossis suav sau cov ntaub ntawv tshiab nyob rau kev teb rov qab rau ib qho kev thov ntaub ntawv twg. OHE tsis tas yuav muab cov ntaub ntawv rau ib tug qauv lossis ib hom tsi ntsees twg yog tias cov ntaub ntawv tsis raug muab khaws cia nyob rau tus qauv lossis hom ntawd. Yog tias OHE pom zoo tsim cov ntaub ntawv teb rov qab rau koj, lawv yuav ua haujlwm nrog koj txog txhua yam ntawm koj qhov kev thov, xam nrog tus nqi thiab lub sij hawm teb rov qab.

Koj kuj yuav tsim kev thov ntaub ntawv nyob tos. Cov kev thov nyob tos yog cov kev thov ntaub ntawv uas kuj yuav tseeb kom muaj cov lus teb nyob rau ib ncuav sij hawm txuas ntxiv. Cov kev thov nyob tos yuav tag sij hawm tom qab peb lub hlis, thiab txhua yam nqi pab cuam yuav tsum them kom puv ntwb thaum tag ncuav sij hawm peb lub hlis thiab ua ntej yuav rho qhov kev thov nyob tos.

Cov ntaub ntawv tseem ntsiab yog cov ntawv tuav tseg fab kev txheeb suav lossis cov ntawv tshaj qhia uas raug npaj los ntawm kev tshem txhua yam taw qhia tawm ntawm cov ntaub ntawv ntiag tug lossis npog cia hais txog cov neeg kheej. OHE yuav npaj cov ntaub ntawv tseem ntsiab yog tias tus neeg thov tsim kev thov ua ntaub ntawv zias thiab them nyiaj ua ntej rau qhov kev npaj cov ntaub ntawv, nrog kev them nyiaj zaum kawg ua ntej OHE yuav tso cov ntaub ntawv tseem ntsiab rau koj. Koj kuj yuav siv daim foos thov ntaub ntawv uas xa tuaj nrog cov ntaub ntawv no, tab sis koj tsis siv daim foos ntawd los tau. Peb yuav teb rau koj qhov kev thov tsis dhau 10 hnub ua haujlwm nrog txhua yam hais txog lub sij hawm uas cov ntaub ntawv yuav txhij thiab cov nqi uas kwv yees tseg. Yog tias koj xaiv qhov tsis siv daim foos thov ntaub ntawv, koj qhov kev thov yuav tsum xam muaj:

- Hais tias koj, tam li yog ib tug koom xeeb ntawm kev nthuav tawm, tab tom tsim kev thov txog ntaub ntawv tseem ntsiab raws Tsab Cai Kev Siv Ntaub Ntawv (Minn. Stat. §13).
- Ib qho kev piav qhia txog cov ntaub ntawv tseem ntsiab uas koj xav kom npaj thiab tus qauv uas koj xav tau (piv txwv, ntawv, siv hauv cuab yeej siv hluav taws xob, thiab lwm yam).

### **Cov Nqi Luam Qauv rau Cov Neeg Koom Xeeb ntawm Kev Nthuav Tawm**

OHE sau nqi ntawm cov neeg koom xeeb ntawm kev nthuav tawm rau cov luam qauv ntawm cov ntaub ntawv tsoom fww. Cov kev sau nqi no tau txais kev tso cai raws Cov Cai Lij Choj hauv Minnesota, tshooj 13.03, nqe 3(c). Koj yuav tsum them rau cov nqi luam qauv **ua ntej** peb yuav muab rau koj. Peb tsis sau nqi rau cov luam qauv yog tias tus nqi qis dua \$10.00. Peb tsis sau nqi txhawm rau ntsuam xyuas ntaub ntawv lossis cais cov ntaub ntawv nthuav tawm los ntawm cov ntaub ntawv tsis nthuav tawm.

- Cov luam qauv uas muaj 100 phab ntawv lossis tsawg dua ua hom dub thiab dawb, hom tsab ntawv lossis ntawv loj me raws cai raug nqi 25¢ rau hom luam qauv ib sab, lossis 50¢ rau hom luam qauv ob sab.
- Tus nqi rau feem ntau ntawm lwm hom luam qauv, thaum tus nqi tsis raug teeb tsa los ntawm txoj cai lossis txoj kab ke, yog tus nqi tseeb ntawm kev tshawb fawb thiab kev muab cov ntaub ntawv, thiab kev tsim cov luam qauv lossis kev xa cov ntaub ntawv raws kab kev cuab yeej siv hluav taws xob .
  - Nyob rau kev txiav txim tus nqi tseeb, OHE yuav xam lub sij hawm ntawm tus neeg ua haujlwm los mus tsim thiab xa cov ntawv luam qauv, tus nqi ntawm cov khoom los mus luam cov ntaub ntawv (ntawv yog tias ntau tshaj 100 phab ntawv, CD, DVD, thiab lwm yam), thiab cov nqi xa (yog tias muaj).
  - Yog tias koj qhov kev thov yog txhawm rau cov luam qauv ntawm cov ntaub ntawv uas peb tsis tuaj yeem luam tau los ntawm peb tus kheej, xws li tej duab, peb yuav sau nqi ntawm koj raws tus nqi tseeb uas peb yuav tau them rau ib tug neeg sab nrauv rau cov luam qauv.
  - Tus nqi ntawm sij hawm neeg ua haujlwm raug muab xam los ntawm kev siv nyiaj xuab moos ntawm tus neeg ua haujlwm uas them tsawg tshaj plaws los mus ua tiav txoj haujlwm, ntxiv rau 20% txiaj ntsim.
  - Yog tias, raws li koj qhov kev thov, peb pom tau tias yuav tau nrhia tus neeg ua haujlwm nqi siab dua los mus tshawb nrhiav thiab muab cov ntaub ntawv, peb yuav xam cov nqi tshawb nrhiav thiab muab ntaub ntawv nyob rau tus nyiaj hli/nqi zog siab dua.

## **Xov Xwm Tiv Tauj Kev Siv Ntaub Ntawv**

### **Xa txhua yam kev thov ntaub ntawv los ntawm:**

Kev xa ntawv:

[Sau tus raug teeb tsa rau kev thov ntaub ntawv, hauv qab no]

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108-5227

Fev: 651-642-0675, ntos txog tus raug teeb tsa uas tsim nyog, hauv qab no, nrog “Kev Thov Ntaub Ntawv – kev nthuav tawm” (“Data Request – public”) saum phab ntawv hauv ntej

Xa Email nrog “Kev Thov Ntaub Ntawv – nthuav tawm” (“Data Request – public”) hauv kab ncauj lus mus rau [datarequest.oh@state.mn.us](mailto:datarequest.oh@state.mn.us)

### **Tsoom Saib Xyuas Feem Xyuam**

Tuam Thawj Tswj Cai

### **Neeg Coj Xwm Kev Ua Raws ntawm Kev Siv Ntaub Ntawv**

Lwm Thawj Tswj Cai

### **Cov Raug Teeb Tsa Rau Kev Siv Ntaub Ntawv**

- Thawj Tswj Kev Sib Txuas Lus
- Thawj Tswj Kev Pab Nyiaj Txiag – Nyiaj Pab
- Thawj Tswj Kev Pab Nyiaj Txiag – Nyiaj Qiv
- Thawj Tswj Kev Tshawb Fawb thiab Cai Tswj
- Thawj Tswj Kev Tso Npe Nkag thiab Kev Tso Cai hauv Tsev Kawm Ntiag Tug
- Thawj Tswj Kev Tshuaj Ntsuam
- Thawj Tswj Dag Zog
- Thawj Tswj Nyiaj Pab Sib Tw, Nyiaj Pab Muaj Npe Tawm Cai Lijchoj, thiab Kev Sib Raug Zoo ntawm Tsoom Fwv
- Thawj Tswj Kev Npaj Txhij!
- Thawj Tswj Kev Xam Nyiaj

**Lub Chaw Ua Haujlwm Kev Kawm Txheej Siab hauv Minnesota  
Daim Foos Thov Ntaub Ntawv Nthuav Tawm**

<b>Npe:</b>	<b>Hnub Tim:</b>	
<b>Chaw Nyob:</b>		
<b>Nroog:</b>	<b>Xeev:</b>	<b>Zip:</b>
<b>Xov Tooj:</b>	<b>Email:</b>	
<b>Tus Raug Teeb Tsa:</b>		

Lus nco tseg: Koj tsis tas yuav muab txhua yam ntawm cov xov xwm saum toj no. Li cas los xij, OHE kuj yuav tsis muaj peev xwm muab tau tej ntaub ntawv tawm teb rov qab rau koj yam tsis muaj xov xwm kev tiv tauj.

Thov caw piav qhia txog cov ntaub ntawv uas koj tab tom thov txog rau hauv kem hauv qab no uas koj xav kom OHE muab:

\_\_\_ Kev ntsuam xyuas \_\_\_ Ntawv luam qauv \_\_\_ Tag nrho kev ntsuam xyuas thiab ntawv luam qauv tib si

MS § 13.03, nqe. 3, tso cai rau OHE sau nqi txhawm rau ntxiv cov nqi luam qauv ntawm cov ntaub ntawv rov qab. Yuav tsum them ua ntej yuav tau txais cov luam qauv ntawm cov ntaub ntawv.