

## **Minnesota State Retirement System**

### **Public Data Access Policy**

This policy describes your rights as a member of the public to request and access public data maintained by the Minnesota State Retirement System (MSRS).

As a state agency, MSRS is governed by the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13.) It compels MSRS to maintain this policy and make it easily available to the public.

Data is any information that MSRS collects, creates, receives, maintains, or disseminates in any form. Most of the data on individual MSRS plan participants (active members, benefit recipients, beneficiaries, or deferred, inactive members) is not public. Non-public data is not accessible to members of the public, even upon request. However, certain MSRS data is deemed public and must be provided upon request, according to this policy. This includes:

#### **Public Participant Data**

MSRS does not disclose data on individual pension plan participants other than as follows:

- 1) For requests related to actively contributing pension plan participants, MSRS will provide:
  - a) The name of the participant; and
  - b) The pension plan to which the participant is currently contributing.
  
- 2) For requests related to benefit recipients (retirees, disabilitants, survivors, refund recipients), MSRS will provide:
  - a) The name of the participant;
  - b) Gross annuity amount (if the first check has been issued);
  - c) The plan(s) from which benefits are paid; and
  - d) The type of benefit awarded (retirement, disability, or survivor).
  
- 3) For requests related to inactive participants, MSRS will provide:
  - a) The name of the participant; and
  - b) The pension plan(s) to which the participant previously contributed

#### **Other Public Data**

MSRS maintains other Public Data, including:

- 1) Contract information;
- 2) Financial Data; and
- 3) Summary demographic data

MSRS may comply with a written request for summary demographic data if the Executive Director determines that disclosing the data will not compromise any Private or Confidential data on an individual.

## Public Data Requests

MSRS will provide Public Data upon receipt of a data request as prescribed by this policy. MSRS is not required to create new data or put data into new forms.

All Public Data Requests should be made in writing. To streamline requests, individuals and organizations are encouraged to submit a completed [Public Data Request Form](#). Requests can be faxed, hand-delivered, or emailed to the MSRS office:

MSRS  
Attn: Data Compliance Official  
60 Empire Drive, Suite 300  
Saint Paul, MN 55103

In your Public Data Request, you should specify:

- 1) That you are requesting Public Data under the “Government Data Practices Act” or “Minnesota Statutes, Chapter 13”;
- 2) Whether you would like to inspect the data, have copies made of the data, or both; and
- 3) Which data you would like to inspect and/or have copied.

You are not required to identify yourself or explain the reason for your data request. However, failure to provide contact information may inhibit MSRS’s ability to fulfill your request.

MSRS reserves the right to require that unusual or complicated requests be made in writing, and MSRS is not required to provide the information more frequently than once every six months.

## Costs

MSRS does not charge to copy or prepare Public Data unless the expense exceeds \$25. Costs are calculated according to the following policy:

- For more than 100 pages of paper copies – 25¢ per page for black and white, letter or legal size paper, one-sided, or 50¢ per page for a two-sided copy
- The charge for all other types of copies is the actual cost of searching for and retrieving the data and making the copies or electronically transmitting the data.
- MSRS may request payment of copy costs before taking steps to retrieve the data if the estimated cost exceeds \$100

## Agency Response

MSRS will respond to any data request promptly, but no later than within 10 business days. The response does not have to be in writing unless MSRS is unable to comply with the request.

The response will include:

- 1) A request for clarification if the data request is unclear or overly broad;
- 2) Whether MSRS has the requested data;

- 3) Whether the requested data is public and, if not public, the specific law that makes the data not public;
- 4) If the requested data is public and MSRS has the data, MSRS will respond with one or more of the following:
  - a) Arrange a time and place to inspect the data for free;
  - b) Arrange the best method for the requesting party to receive a copy of the requested data; or
  - c) Provide an estimate of the copy cost if it would exceed \$25.

### **Data Practices Contacts**

#### **Minnesota State Retirement System (MSRS)**

60 Empire Drive, Suite 300  
Saint Paul, MN 55103-2088

#### **Responsible Authority**

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#### **Data Compliance Official**

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