

Minnesota State University, Mankato
University Procedure

Procedure Name:

Copying Public Documents - Service Fee

Custodian:

Effective Date:

University departments may provide copies of public data upon request and may charge a fee for reproduction and/or transmittal of such information. Fees, when charged, must be approved in advance by the Finance and Administration Division and conspicuously posted in the department. Persons requesting data should also be informed of the charge at the time the request is made.