

# University of Minnesota Purchasing Policy and Procedures

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Subject: **Access To Purchasing Records/Confidentiality**

Policy: Purchasing records are public documents according to the provisions of the Minnesota Government Data Practices Act (MN Statutes, Chapter 13).

Scope: The University's Purchasing Services retains files of requisitions, bids, purchase orders, correspondence and other supporting documentation, as legally required. These documents may be seen with the approval of the Office of Records & Information Management under the supervision of Purchasing Services.

The Minnesota Government Data Practices Act does exempt Trade Secret information, private data on individuals and a few other categories of information from public disclosure.

Additional information on public access to records is available at University of Minnesota Records & Information Management site.

Related documents:

- Model RFP
- Internal Procedures on Confidentiality
- RFP Referral Form
- Responding to Requests for RFB/RFP Copies or Result Information
- Financial Policy on Public Access to University Information