

1 Department of Human Rights

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3 Adopted Permanent Rules Relating to Processing Charges of

4 Discrimination

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6 Rules as Adopted

7 5000.0400 CHARGES.

8 Subpart 1. and 1a. [Unchanged.]

9 Subp. 1b. Time for filing. A charge must be filed within
10 one year of an alleged unfair discriminatory practice. Filing
11 is accomplished by delivery of the charge to the department's
12 office before one year has elapsed. Time is computed under
13 Minnesota Statutes, sections 645.15 and 645.151.

14 Subp. 2. and 2a. [Unchanged.]

15 Subp. 3. Service. A copy of the charge and a form that
16 describes additional information requested to supplement the
17 initial response to the charge shall be served by the
18 commissioner upon a respondent either by personal delivery or by
19 mail within ten days after it has been filed with the department.

20 Subp. 4. to 6. [Unchanged.]

21 5000.0500 INVESTIGATION.

22 Subpart 1. Answer to charge. A person against whom a
23 charge has been filed shall submit to the commissioner a written
24 answer to the charge within 20 days of receipt of the charge.
25 The reply may contain a statement of the respondent's position
26 and may present any evidence related to the subject matter of
27 the charge.

28 Subp. 2. to 5. [Unchanged.]

29 5000.0900 COMPLAINT.

30 Subpart 1. and 2. [Unchanged.]

31 Subp. 3. Service and filing. A complaint, notice, and
32 order for hearing shall be served upon a respondent by certified
33 mail and filed in district court or with an administrative law
34 judge at least ten days before the date of the hearing as

1 provided by Minnesota Statutes, sections 363.06, subdivision 4,
2 paragraph (3) and 363.14, subdivision 1, and part 1400.5600.

3 Subp. 4. [Unchanged.]

4 5000.2250 PRESERVATION OF RECORDS.

5 Subpart 1. to 3. [Unchanged.]

6 Subp. 4. **Records at educational institutions.** An
7 educational institution shall not make inquiries; or create,
8 maintain, or use records that are prohibited in Minnesota
9 Statutes, section 363.03, subdivision 5, paragraph (3), except
10 for meeting the requirements of an affirmative action plan; or
11 meeting the reporting requirements of federal or state
12 agencies. When these exceptions do occur, all material or
13 information that identifies the race, color, creed, religion,
14 national origin, sex, age, marital status, or disability of a
15 student or person seeking to be admitted as a student to the
16 institution, when received, must be kept secure and private.
17 The material or information must be available only to authorized
18 personnel for meeting affirmative action requirements or
19 reporting requirements of federal or state agencies.