



**Information Disclosure Request
Minnesota Government Data Practices Act**

1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
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To Be Completed By Requester:

Requester Name: _____ Date of Request _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Signature: _____

Description of the Information Requested:

Return to : Human Resources Manager Dana Makinen -or- Submit by email to D.Makinen@Andovermn.gov -
or- mail to City of Andover, ATTN: Dana Makinen, 1685 Crosstown Blvd NW, Andover, MN 55304

To Be Completed By Department

Department Name: _____ Request Taken By: _____

Information Classified As: Public Non-Public Private Protected Non-Public Confidential

Action Taken: Approved Approved in Part (*explain below*) Denied (*explain below*)

Remarks or Basis for Denial Including Statute Section:

Charges

- None
- Photocopy- _____ pages X _____ cents =\$ _____
- Special Rates _____ (attach explanation)
- Other _____

Identify Verified for Private Information

- Identification: Driver's License, State ID, etc.
- Personal Knowledge
- Other _____

Authorized Signature: _____ Date: _____

DATA PRACTICES POLICY

Purpose

The Minnesota Government Data Practices Act (MGDPA) governs all data and similar information collected, created, received, maintained, or disseminated by the City of Andover (City).

The MGDPA provides that the City must maintain all Government Data in a manner that makes it easy for public inspection and access. The MGDPA regulates what information may be collected, who has access to that information, the duties of government personnel in administering its provisions, procedures for access to and classifying data, civil penalties for violations, and the fees associated with fulfilling any request for Government Data.

Pursuant to Minnesota Statutes (M.S.) Chapter 13, this Data Practices Policy (Policy) addresses the requirement for a **Public Data Access Policy, Data Subject Rights and Access Policy, Not Public Data Protection Policy, and Not Public Data Inventory** as required by the MGDPA, the Minnesota Department of Administration, and other State agencies.

If you have questions about the information in this Policy, contact Dana Makinen, Human Resources Manager, at 763-767-5143 or email d.makinen@andovermn.gov

Data Practices Contact

The City's Responsible Authority is:

Dana Makinen
Human Resources Manager
1685 Crosstown Blvd NW
Andover, MN 55304
763-767-5143
d.makinen@andovermn.gov

Definitions

This Policy hereby incorporates by reference and adopts the definitions of M.S. § 13.02 and Minnesota Rules 1205.0200.

Government Data: all data created, collected, received, maintained, or disseminated by any government agency or contractor, regardless of the data's physical form, storage media, or conditions of use.

Responsible Authority: The Human Resources Manager for the City of Andover. The duties of the Responsible Authority include controlling the collection, use, and dissemination of government data. The Responsible Authority is charged with classifying, maintaining, and securing City government data; responding to data requests; resolving disputes related to data; and all other duties set forth in the MGDPA.

Data Practices Compliance Official (DPCO): The City Administrator is the DPCO for the City of Andover. Persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems to the DPCO.

Designee: any City employee designated by the Responsible Authority to be in charge of individual files or systems containing government data, and to receive and comply with data requests.

Proof of Identification: Acceptable forms of identification may include, but are not limited to: driver's license, a state-issued ID, a tribal ID, a military ID, a passport, a certified copy of a birth certificate, a certified copy of a court order, or any other form of identification deemed appropriate to verify identity.

Classification of and Access to Data

Unless otherwise designated by the MGDPA, other applicable statute, or temporary classification, all data that is collected, created, received, maintained, or disseminated by the City is presumed to be public, regardless of format.

All government data is divided into three general classifications:

1. Data on individuals
2. Data not on individuals
3. Data on decedents.

Each classification has three subcategories that determine who may access data. **In all three classifications, public data is accessible to anyone.**

The League of Minnesota Cities developed the following chart for clarity:

Data on Individuals	Data not on Individuals	Data on Decedents	Access?	Example(s)
Public	Public	Public	Anyone	Name on an application for a license from the City
Not Public				
Private	Non-Public	Private	Data subjects, individuals with authorization from the data subject, and government employees and officials with a business need to know.	Social Security Number, Driver's License Number, Performance Evaluation
Confidential	Protected Non-Public	Confidential	Only government employees and officials with a business need to know.	Identity of a mandated reporter of child abuse or neglect. Data related to an active civil or criminal investigation that would impede said investigation. Audit data on individuals before the final report.

External Agencies

Contractors with the City are generally required to comply with the MGDPA. However, the City may not be in possession of said data. All Contractors will be required to collect, maintain, store, and disseminate data in compliance with this Policy and the MGDPA. Contractors are required to notify the Human Resources Manager if a request for data is received, but the Contractor will be required to respond to said request.

Public Data Access

All Government Data, regardless of its format, is presumed to be public, unless the MGDPA or other applicable law says otherwise. The MGDPA also requires the City to maintain and store Government Data in a way that makes it easily accessible by members of the public.

Right to Access Public Data

The City cannot require a requester to identify themselves or explain the reason for a data request. However, depending on how the requester wishes to receive the data, the City may need some information about the requester. If the requester chooses not to provide any identifying information, staff will provide them with contact information so they may check the status of the request. In addition, if the City does not understand the request and has no way to contact the requester, it will not be able to process the request.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. The City will create summary data if you request it in writing and pre-pay for the cost of creating the data.

How to Request Public Data

Follow the instructions in the [How to Request Government Data](#) section.

Data Subject Rights

This section of the Policy applies to data subjects or entities who are the subject of data that is collected, maintained, and/or disseminated by the City. In the normal course of business, the City collects, maintains, and disseminates Government Data from members of the public, public and private entities, its employees, and others who interact with the City. The MGDPA governs the rights that data subjects have related to the data that the City collects, maintains, and disseminates. The

City has established procedures to ensure that all data on individuals is accurate, complete, and current for the purposes for which it was collected.

Access

Data subjects have the right to inspect, free of charge, any public *and* private data that the City maintains about them. If asked, the City will tell you whether data is kept about you and whether that data is public, private, or confidential. See [Classification of Data](#) section above for more information about the classifications.

Parents have the right to inspect or get copies of the public and private data that the City collects, maintains, or disseminates about the parent's minor child(ren) (under the age of 18). Legal guardians have the same rights related to the minors for whom they are appointed as guardians.

Minors have the right to request that the City not give data about them to their parent or legal guardian, and the City is required to inform a minor of this right. The City does have the authority to deny such a request based on the minor's best interests. Minors do not have the right to make this request if the data at issue is educational data maintained by an educational agency or institution.

To request data as a data subject, follow the instructions in the [How to Request Government Data](#) section.

Informed Consent - When the City Collects Data

When the City collects data that may not be public, the City must give the data subject a notice, referred to as a Tennessean Warning. This notice gives a data subject information about why the City is collecting certain data, what the intended use of that data will be, and limits what the City can do with the data. The City cannot use or release the data for a purpose other than the purpose for which it was collected. The City must obtain written permission from a data subject before the City can use or release the data for any other purposes. This permission is called [Release of Information Consent](#) attached hereto.

Challenging Accuracy and/or Completeness of Data

A data subject has the right to challenge the accuracy and/or completeness of the public and private data that the City maintains about that data subject. The data subject has the right to appeal any decision made on a challenge. A parent or guardian has the same rights related to the public or private data about the minor(s) for whom they are legally responsible.

How to Request Data

Requesting access to government data is the same for members of the public and data subjects. To inspect data or request copies of data that the City maintains, a written request must be submitted using the [Data Request Form](#). The completed form must be submitted to the Human Resources Manager or their designee. Requests may be submitted in person, by mail, or by email.

The City cannot require a member of the public to provide identifying information or explain the reason for the data request. However, City staff may ask for identification information to verify whether a requester is the subject of the requested data, or has authorized access, in order to access private or nonpublic data, or to obtain sufficient information for mailing the requested data (via U.S. Mail or electronic transmission).

For private data, the Human Resources Manager, or their designee, may require proof of identification before responding to the data request pursuant to M.S. § 13.05 subd. 12. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. **If you do not provide proof that you are the data subject or have authorized access, the City cannot respond to your request. Staff may request that proof of identification be provided in person.**

If the City does not understand a requester's data request and/or has no way to contact a requester, the City will not be able to process the data request.

How the City Will Respond to a Data Request

Upon receiving a request, the Human Resources Manager or their designee will process the request. If the City does not have the data being requested, the requester will be notified as soon as reasonably possible. If the City does have the data being requested, but the data is not available to the public, it will notify the requester as soon as reasonably possible and cite the specific statute(s) that classify any such data.

If the City has the data that is requested and the data are public, the Human Resources Manager or their designee will respond to the request appropriately and within a reasonable amount of time by doing one of the following:

1. Arrange a date, time, and place to inspect data, for free, if the requester wishes to inspect the data;
2. Provide the requester with paper copies of the data if requested (a mailing address may be required if the requester asks for any data to be mailed); or
3. Digitally transmit requested data to the requester.

Following the City's response, if the requester does not arrange within 5 business days to inspect the data or pay for copies, the City will conclude the requester no longer wants the data and will consider the request closed.

The MGDPA does not require the City to create or collect new data in response to a data request or to provide data in a specific form or arrangement if the City does not keep the data in that form or arrangement. In addition, the MGDPA does not require the City to answer questions that are not requests for data.

If the requester is the data subject, the City must respond within 10 business days of the request, excluding Saturdays, Sundays, and City holidays. If the requester is not the subject of the data, the City must respond in an appropriate and prompt manner, which is within a reasonable amount of time depending on the nature and extent of the request. The Human Resources Manager, or their designee, will communicate with the requester regarding the nature of the request and what an appropriate response time may be.

Standing Requests

The City will not accept standing requests for data. The City will require the requester to complete a new Data Practices Request Form to initiate a new request.

Fees

The public has the right to look at (inspect), free of charge, all public data in the City's possession.

The MGDPA provides that, if a person requests copies or electronic transmittal of data, the Human Resources Manager, or their designee, may require the requester to pay a fee, which will be calculated using one of the methods below. Regardless of which method is used, the City may not charge for separating public data from not public data.

The Human Resources Manager may, through administrative policy, choose not to charge for requests up to \$5, which may be revised not more than annually. Prepayment for copies is required.

Fee Calculation Method No. 1: 100 or Fewer Paper Copies

If 100 or fewer pages of black and white, letter or legal-size paper copies are requested, the City will charge a per-page fee of not more than 25 cents for each page copied (50 cents for a two-sided copy). The City is authorized to charge only the per-page fee. This provision will not be interpreted to permit division of a single request into requests for copies of fewer than 100 pages in order to avoid charging a fee based on the actual costs of providing copies.

Fees for data subjects will be calculated using Method No. 2.

Fee Calculation Method No. 2: Actual Cost

For more than 100 paper copies or other modes of sharing of data, the City may charge the actual cost for an employee to search for and retrieve the data (charged in 15-minute increments). The City will not charge a minimum fee, but reserves the right to calculate the cost to respond to the request.

The City may not assess a fee for labor costs (e.g., wages, benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed.

Goods and services that will be charged to a requester:

- Employee time to search for and retrieve data (*the City cannot charge for time to search or retrieve data when the requester is the data subject*)
- Cost of media (paper, CD ROMs, DVDs, USBs, etc.)
- Mailing costs
- Staff time to prepare copies
- Costs of reproduction that cannot be produced by the City, such as photographs

Services that cannot be charged to a requester:

- Employee time to separate public from not public data (i.e., redaction)
- Operating expenses of a copier, such as electricity, wear and tear, etc.
- Costs not related to copying, such as preparing a fax cover sheet, invoice, etc.
- Sorting, reviewing, or verifying accuracy if not necessary for copying
- Sales tax or accounting functions
- Costs related to inspection.

Fee Schedule

Fee Calculation Method No. 1: 100 or Fewer Paper Copies (Data Subjects are exempt)	
Charge Type	Fee
100 paper copies or fewer This charge is a flat rate; the City cannot add on any additional charges, such as the cost of employee time, postage, or paper.	\$0.25/page or \$0.50 for a two-sided copy. Not applicable to Data Subjects.
Fee Calculation Method No. 2: Actual Cost	
Charge Type	Fee
Hourly Rate (charged in 15-minute increments) <i>The least paid capable employee to retrieve and copy data.</i>	To be determined. Requester will be notified before costs are accrued. Not applicable to Data Subjects.
Postage	Market rate for postage

CD/DVD	\$1/disk
Printing Cost - Black and White	\$0.06/page
Printing Costs - Color	\$0.25/page
External Storage Device	To be determined (<i>actual cost of device</i>)
Certification Service	\$5/instance
Photo prints	Photos will be printed on standard copy paper. See Printing Costs.
Special & vendor costs Costs necessary to produce from machine-based record keeping systems, such as microfilm systems, and/or costs incurred by requiring the vendor to fulfill said request.	To be determined. Requester will be notified before costs are accrued.

Requests for Summary Data

Pursuant to M.S. § 13.05, subd. 7, the City may contract with an outside entity to prepare summary data. All rules and regulations for hiring such an outside entity will be followed according to Minnesota Rules (M.R.) 1205.0700. Any costs incurred in the preparation of summary data will be borne by the requesting party. The City will communicate with the requester and follow all directives for calculating fees found in Minnesota Rules Part 1205.0300.

Not Public Data

The MGDPA requires the City to prepare a data inventory that describes all not public data on individuals and which employees have access to said data. This policy also indicates when the City can share not public data and penalties for unlawfully accessing not public data.

Employee Access to Information

M.S. § 13.05, subd. 5, requires the City to identify the employees who have access to not public data. The City has met this requirement by incorporating employee access listed in the Not Public Data Inventory, in the employee's position description, or both. This Policy limits access to not public data to employees and their supervisors whose work assignment reasonably requires access to the data. In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in the Not Public Data Inventory, the Human Resources Manager, their designee(s), the DPCOs, the City Administrator, the City Attorney, and the Information Technology Manager and their applicable deputies and assistants may have access to all not public data maintained by the City, or a Department Director for not public data maintained by their

respective department. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Data Sharing with Authorized Entities or Individuals

State or Federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a State or Federal law or regulation allows or mandates it. Individuals will have notice of any sharing in applicable informed consent through a release of information provided by the City. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring Not Public Data Are Not Accessed Without a Work Assignment

Within the City, departments may assign tasks by employee or by job classification. Each department shall ensure that all not public data is secure and is only made available to employees with a valid work reason to access the data in accordance with this Policy and applicable law. This Policy also applies to departments that share workspaces with other departments within the City where not public data is maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, implementing password protections for not public electronic data;
- Password-protecting employee computers and locking computers before leaving workstations;
- Discussing not public data only with authorized personnel and ensuring such conversations are not audible to unauthorized parties;
- Securing not public data within locked workspaces and in locked file cabinets; and
- Shredding not public documents before disposing of them.

Penalties for Unlawfully Accessing Not Public Data

The City will utilize penalties for unlawful access to not public data as provided for in M.S. § 13.09, if necessary. Any employee unlawfully accessing not public data or violating applicable sections of this Policy or applicable laws may be subject to disciplinary action, up to and including involuntary termination. The City may also refer such violations to the appropriate authorities, which may pursue other legal actions.

Not Public Data Inventory

Pursuant to M.S. § 13.025, the City has compiled a list of all not public data that is collected and maintained by individual departments. The inventory includes a description of the data, the data's

typical classification, the statutory citation which directs the data's classification, and a list of City staff who have access to each not public data item.

City Administrator Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
City Commission and Committee Appointment Files	Applications for appointment	Private	M.S. 13.601	City Administrator, Staff Liaison, Human Resources Manager,
City Administrator's Report	Update from the City Administrator to members of the City Council that contains data other than public	Private/Non-public/Confidential	Various	City Administrator
Federal Contracts	Agreements, contracts	Private/Non-Public	M.S. 13.35	City Administrator, Finance Director, Assistant Finance Director
Civil Legal Action	Pending or ongoing civil legal case files and work product	Protected Non-Public	M.S. 13.39	City Administrator, City Clerk, Human Resources Manager, City Attorney, and certain employees on an as-needed basis as part of a specific work assignment.
Absentee Ballot Application	Application submitted to receive an Absentee Ballot (contains social security number)	Private	M.S. 13.37 M.S. 203B.04	City Clerk, Human Resources Manager, and Election Judges, Absentee Ballot Board
Ballots	Sealed absentee ballots, voted and rejected ballots	Private	M.S. 13.37, subd. 2	City Clerk, Human Resources Manager, and Election Judges, Absentee Ballot Board
Data Practices Responses	Responsible Authority/designee responses to written requests pursuant to the Minnesota	Private	Response could be private depending on the data requested. Various statutes could apply.	City Administrator, Responsible Authority, Data Practices Compliance Official, Human Resources Manager, and certain employees

	Government Data Practices Act			on an as-needed basis as part of a specific work assignment.
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Community Development Department/Building Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Applications	Permit applications and summary data – includes building permits and business permits (<i>can contain security data</i>)	Private	M.S. 13.37	City Administrator, Community Development Director, City Planner, Building Official, Building Inspector, Associate Planner, Planning Intern, Permit Technician, Public Works Director/City Engineer, Administrative Assistant, Assistant City Engineer
Building Plans, Commercial and Industrial	Copyrighted architectural, design specifications; Structural and utility plans, security plans, and trademark information (<i>can contain security data</i>)	Private Non-Public	M.S. 13.37 subd. 1b	City Administrator, Community Development Director, Building Official, Building Inspector, City Planner, Associate Planner, Planning Intern, Permit Technician, Public Works Director/City Engineer, Assistant City Engineer, Public Works Utilities Staff, and certain employees on an as-needed basis as part of a specific work assignment.
Building Plans, Residential	Copyrighted architectural, design specifications, structural, and utility plans	Private Non-Public	M.S. 13.37	City Administrator, Community Development Director, City Planner, Building Official, Building Inspector, Associate Planner, Planning Intern, Permit Technician,

				Public Works Director/City Engineer, Assistant City Engineer, Utilities Staff, and certain employees on an as-needed basis as part of a specific work assignment.
Business Licensing Applications	License applications and summary data	Private	M.S. 13.37	City Administrator, Community Development Director, City Planner, Building Official, Building Inspector, Associate Planner, Planning Intern, Permit Technician, City Clerk.
Grant Application and Loans	Annual breakdown of city applications and supporting materials or services	Private	M.S. 13.462	City Administrator, Community Development Director, City Planner, Associate Planner, Planning Intern, Finance Director, Assistant Finance Director.
HRA Project Management and Rental Agreements	Rent rolls, schedules, and tenant income related to Title II	Private	M.S. 13.46; M.S. 13.462; M.S. 13.585	City Administrator, Community Development Director, City Planner, Associate Planner, Planning Intern.
Nuisance Complaints	Complaints from citizens about the use of real property	Confidential	M.S. 13.44	City Administrator, Community Development Director, City Planner, Associate Planner, Planning Intern.

				Public Works Director/City Engineer, Administrative Assistant, Assistant City Engineer, and certain employees on an as-needed basis as part of a specific work assignment.
Property Acquisition	Purchase valuation data, agreements, property data – includes real property appraisal information	Confidential Protected Non-Public Nonpublic	M.S. 13.44; M.S. 13.585	City Administrator, City Clerk, Community Development Director, City Planner, Associate Planner, Planning Intern, Public Works Director/City Engineer, Assistant City Engineer, Administrative Assistant, Finance Director, Assistant Finance Director.
Rental Licensing Applications	License applications and summary data	Private	M.S. 13.37	City Administrator, Community Development Director, City Planner, Associate Planner, Planning Intern, Building Official, Building Inspector, Permit Technician, Administrative Assistant, Finance Director, Assistant Finance Director.

Human Resources Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
I-9 Employee Eligibility Verification	Verification of the status of citizenship or naturalization	Private	M.S. 13.43	City Administrator, Human Resources Manager
Andover Building Security Card/Key Authorization	Applications for security access to City facilities	Non-Public	M.S. 13.43	City Administrator, Human Resources Manager, IT Coordinator
Affirmative Action Files	Sexual harassment and discrimination; Supplemental personnel data from job application;	Private Confidential	M.S. 13.39; M.S. 13.43	City Administrator, Human Resources Manager
Applications for Persons on Eligibility List/Register	Applications, resumes, letters of recommendation, police background investigations, etc. If hired, the application becomes part of the personnel file.	Private	M.S. 13.43	City Administrator, Human Resources Manager, Administrative Assistant, Accounting Clerk, and certain employees on an as-needed basis as part of a specific work assignment.
Benefit Enrollment Forms	Employees' medical, dental, deferred compensation, etc., election forms	Private	M.S. 13.43	City Administrator, Human Resources Manager, Accounting Clerk

Department of Labor	Complaints, alleged violations of FLSA	Private	M.S. 13.79	City Administrator, Human Resources Manager
Drug and Alcohol Testing Results	Includes commercial driver's licenses, controlled substance test results, driver's evaluations, pre-placement drug test results	Private	M.S. 13.43	City Administrator, Human Resources Manager
Employee Medical Records	Information relating to the health status of an employee, which is made or maintained by a physician, nurse, or other health care personnel	Private	M.S. 13.43	City Administrator, Human Resources Manager
Family Medical Leave Document	Employee application information for family medical leave	Private	M.S. 13.43	City Administrator, Human Resources Manager
First Report of Injury	Claims for injuries, injury report, supervisor's report	Private	M.S. 13.43	City Administrator, Human Resources Manager, supervisor(s), Finance Director, Supervisors, Safety Committee, Accident Review Team

Grievance Files	Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules and received by the city.	Private	M.S. 13.43	City Administrator, Human Resources Manager
Infectious Disease & Occupational Exposure Files	Files on each employee dealing with safety & training on diseases such as hepatitis and AIDS. (not in personnel file)	Private	M.S. 13.43	City Administrator, Human Resources Manager
Long Term Disability	Claims filed by the employee for a long-term disability insurance program	Private	M.S. 13.43	City Administrator, Human Resources Manager, Accounting Clerk
OSHA Reports	Incident Reports and Annual Summary or any information concerning employee exposure to toxic substances or harmful physical agents.	Private	M.S. 13.43; OSH Act of 1970	City Administrator, Human Resources Manager
Personnel Data and File	Applications, references, performance	Public Private	M.S. 13.43; M.S. 179A.03 subd. 4	City Administrator, Human Resources Manager,

	evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc., on employees, volunteers, independent contractors; labor relations information.			Public Works Director/City Engineer, Finance Director, Community Development Director, and certain employees on an as-needed basis as part of a specific work assignment.
Recruitment Files	Records relating to posting, recruitment, selection, and appointment to each city position.	Public Private	M.S. 13.43	City Administrator, Human Resources Manager, and certain employees on an as-needed basis as part of a specific work assignment.
Retirement Data	PERA forms, applications, beneficiaries, addresses, DOB, direct dep., tax withholding	Private	M.S. 13.63	City Administrator, Human Resources Manager, Accounting Clerk
Salary benefit surveys	Surveys from consulting firms, non-profits, associations or other employers	Non-public	M.S. 13.435	City Administrator, Human Resources Manager, Finance Director
Short Term Disability	Claims filed by the employee for short-term disability Insurance	Private	M.S. 13.43	City Administrator, Human Resources Manager
Social Security Numbers	Social Security numbers	Private	M.S. 13.355	City Administrator, Human Resources Manager, Finance Director, Accounting Clerk

Unemployment Claims or Compensation	Claim and compensation information for unemployment	Private	M.S. 13.43	City Administrator, Human Resources Manager, Finance Director, Accounting Clerk
Wage Assignments (Garnishment)	Letters, correspondence	Private	M.S. 13.43	City Administrator, Human Resources Manager, Finance Director, Accounting Clerk
Workers Compensation Claims	Claims for injuries, injury reports, and correspondence.	Private	M.S. 13.43; M.S. 176.231	City Administrator, Human Resources Manager, Finance Director

Finance Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Special Assessment Deferment Application	Information for verifications of income, ownership, etc.	Private Non-Public	M.S. 13.51 subd. 2; M.S. 13.52	City Administrator, Finance Director, Assistant Finance Director, City Clerk
Discovery Responses from Tax Court Petitioners	Written or electronic responses to interrogatories	Private	M.S. 13.39	City Administrator, Finance Director, Assistant Finance Director, City Clerk
Bond and Interest Coupon Register	Information pertaining to bond	Private Non-Public	M.S. 475.55	City Administrator, Finance Director, Assistant Finance Director

Audit Reports – External	Reports based on private companies for the review of tax payments	Non-Public	M.S. 13.392; 13.37, subd. 2	City Administrator, Finance Director, Assistant Finance Director
Audit Reports – Internal	Draft reports based on the agencies’ internal operations	Non-Public Private	M.S. 13.392	City Administrator, Finance Director, Assistant Finance Director
Automatic Payment Plan Authorization Form	Completed form and supporting document, allowing for automatic payment	Private	M.S. 13.37	City Administrator, Finance Director, Assistant Finance Director
Checks (Accounts Receivable)	Checks received from customers submitted electronically to financial institution	Private	M.S. 13.37 (<i>to the extent they include checking account numbers</i>)	City Administrator, Finance Director, Assistant Finance Director, Accounting Clerk
Credit Card Receipts	Merchant copy of credit card receipts	Private	M.S. 13.37	City Administrator, Finance Director, Assistant Finance Director, Accounting Clerk
Grants	Miscellaneous grant programs and stipulations	Nonpublic	M.S. 13.35; M.S. 13.599	City Administrator, Finance Director, Assistant Finance Director
Unclaimed Property Records (Sent to State)	Includes checks not cashed	Private	M.S. 13.37	City Administrator, Finance Director, Assistant Finance Director
Claims	Claims that are filed by or against the city.	Private	M.S. 13.43; M.S. 13.37	City Administrator, Finance Director, Assistant Finance Director, Accounting Clerk
Payroll Forms	Change Form, Garnishments, Pension and Retirement Reports, PERA Reports, Time Sheets, Vacation & Leave Requests, W-2, W-3, W-4, 1099.	Private	M.S. 13.43	City Administrator, Human Resources Manager, Finance Director, Assistant Finance Director, Accounting Clerk

Payroll Reports	Payroll history, payroll journal, payroll ledger, state withholding, federal withholding, and FICA Reports	Private	M.S. 13.43	City Administrator, Human Resources Manager, Finance Director, Assistant Finance Director, Accounting Clerk
Unemployment Claims or Compensation	Claim and compensation information for unemployment	Private	M.S. 13.43	City Administrator, Human Resources Manager, Finance Director, Assistant Finance Director, Accounting Clerk
Wage Assignments	Letters, correspondence	Private	M.S. 13.43, subd. 4	City Administrator, Human Resources Manager, Finance Director, Assistant Finance Director, Accounting Clerk

Community Center Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Exhibitor Data	Registration forms, contact information, business data	Private	M.S. 13.548 subd. 3	City Administrator, Recreation Manager, Asst Recreation Manager, Facility Manager, and certain employees on an as-needed basis as part of a specific work assignment.

Facility Usage	Application, event details, terms of rentals, and responses for the purposes of enrolling individuals into recreational or other social programs	Non-Public	M.S. 13.548 subd. 1	City Administrator, Recreation Manager, Asst Recreation Manager, Facility Manager, and certain employees on an as-needed basis as part of a specific work assignment.
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Mailing Lists	A list of program participants	Private	M.S. 13.548	City Administrator, Recreation Manager, Asst Recreation Manager, Facility Manager, Administrative Assistant, and certain employees on an as-needed basis as part of a specific work assignment.
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Registration Forms and Registration Program Account Information	Registration forms completed by participants or on behalf of participants	Public Private	M.S. 13.548	City Administrator, Recreation Manager, Asst Recreation Manager, Facility Manager, Administrative Assistant, and certain employees on an as-needed basis as part of a specific work assignment.
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Scholarships	Names, applications, amounts, income	Private	M.S. 13.548	City Administrator, Recreation Manager, Asst Recreation Manager, Facility Manager, Administrative Assistant, and certain employees on an as-needed basis as part of a specific work assignment.
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Fire Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Arson Reports and Investigations	Information pertaining to arson	Confidential	M.S. 13.82 subd. 7; M.S. 13.83	Fire Chief, Deputy Fire Chief, Fire Technician, and certain employees on an as-needed basis as part of a specific work assignment.
Fire Relief Association	Financial records	Private	M.S. 13.43	Fire Chief, Deputy Fire Chief, Fire Technician, and certain employees on an as-needed basis as part of a specific work assignment, Director of Finance, Assistant Director of Finance
Background Check	individual (i.e., employment).	Non-Public	M.S. 13.43 subd. 12; M.S. 626.87	City Administrator, Human Resources Manager
Emergency Plan	Emergency Operations Plan	Public/Private	M.S. 13.37	City Administrator, Fire Chief, Deputy Fire Chief, Supervisors, Public Works Director/City Engineer, Assistant City Engineer, Human Resources Manager, Public Works Managers, Public Works Lead, and certain employees on an as-needed basis as part of a specific work assignment.
Incident Reports	First record of all calls for service or reports of offenses received. In part not public	Private Confidential	M.S. 13.80; M.S. 13.82 subd. 7; M.S. 260B.171	Fire Chief, Deputy Fire Chief, Fire Technicians, and certain employees on an as-needed basis as part of a specific work assignment.

Training Staff Files	Private identifying information (address, date of birth, partial social security number)	Public/Private	M.S. 13.43, subd. 4	Fire Chief, Deputy Fire Chief, Fire Technicians, and certain employees on an as-needed basis as part of a specific work assignment.
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Public Works Department Not Public Data Inventory

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Bids, Quotations and RFP's	RFP and bid documentation	Non-Public	M.S. 13.37 subd. 2; M.S. 13.591	City Administrator, Community Development Director, City Planner Manager, Public Works Director/City Engineer, Assistant City Engineer, Public Works Supervisors, Administrative Assistant, Finance Director, Fire Chief, Asst Fire Chief, Fire Technicians

Environmental Complaints	Reports about environmental complaints, including disposition	Private	M.S. 13.44	City Administrator, Public Works Director/City Engineer, Assistant City Engineer, Administrative Assistant, Public Works Managers, and certain employees on an as-needed basis as part of a specific work assignment.
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Environmental Protection Agency or Minnesota Health Department Reports	Complaints	Private Non-Public	M.S. 13.39; M.S. 13.44	City Administrator, Public Works Director/City Engineer, Assistant City Engineer, Public Works Managers, Administrative Assistant, and certain employees on an as-needed basis as part of a specific work assignment.
Mailing and Email Lists	List of affected parties, project notification lists, including email subscriber information.	Private	M.S. 13.356	City Administrator, Public Works Director/ City Engineer, Assistant City Engineer, Administrative Assistant.
Notice of Utility Disconnection	Notice of private and public utility gas or electric disconnections.	Private Non-Public	M.S. 216B.0976	City Administrator, Public Works Director/City Engineer, Public Works Utility Manager, Administrative Assistant
Permit and License Applications	Permit and license applications and summary data – includes telecommunications, right-of-way, utility, site applications and business license applications.	Public Private	M.S. 13.37	City Administrator, Public Works Director, City Engineer, Assistant City Engineer, Engineering Technicians, Public Works Managers, Public Works Lead, Public Works Utilities Staff, Administrative Assistant, and certain employees on an as-needed basis as part of a specific work assignment.
Public and Utility Facilities	Building plans, computer coding systems used to provide security and operation of public utility services, and building security systems.	Non-Public	M.S. 13.37 subd. 1a	City Administrator, Public Works Director/City Engineer, Public Works Managers, IT Manager, and certain employees on an as-needed basis as part of a specific work assignment.

Public Utility Infrastructure	Streets, storm sewer, public utility designs, drawings, schematics	Non-Public	M.S. 13.37	City Administrator, Public Works Director/City Engineer/City Engineer, Assistant City Engineer, Engineering Technician, Public Works Managers, Public Works Lead, Public Works Maintenance Workers, Administrative Assistant, and certain employees on an as-needed basis as part of a specific work assignment.
Site Plans	Engineering plans, design specifications, structural and utility plans	Private Non-Public	M.S. 13.37	City Administrator, Public Works Director/City Engineer, Assistant City Engineer, Public Works Utilities Staff, Natural Resources Tech., Administrative Assistant, Community Development Director, City Planner, Building Inspector, Permit Technician