

**TO: MAYOR AND CITY COUNCIL**

**FROM: NEIL JENSEN, City Administrator**

**SUBJECT: Data Practice Policy Update**

**MEETING DATE: May 3, 2022**

**BACKGROUND**

Due to the high demand of data requests, the City Attorney and I felt an updated policy should be completed. We can talk about the policy at the work session and if City Council approves, adopt the policy at the council meeting.

**STAFF RECOMMENDATION**

Please approve the updated Data Practice Policy.

**REQUESTED COUNCIL ACTION**

Please approve the updated Data Practice Policy.

## **Data Practices Policy For the City of Cannon Falls**

- Policy for the Public and for Data Subjects
- Policy for Ensuring the Security of Not Public Data
- Data Inventory

# I. Policy for the Public and for Data Subjects

## Your Right to See Public Data

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The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that the City must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

## Your Right to See Data about You

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When we can identify you in government data, you are the “data subject” of that data.

The City has data on many people, such as employees, license holders, applicants, etc. We can collect and keep data about you only when we have a legal purpose to have the data. We must also keep all government data in a way that makes it easy for you to access data about you.

The Data Practices Act gives you, as a data subject (or as legal guardian of someone else), certain additional rights to access data about you. As a data subject, you have the following rights.

### Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

## **When We Collect Data From You**

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

## **Protecting Your Data**

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

## **When Your Data are Inaccurate or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

## **How to Request Data**

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You can ask to look at (inspect) data at our offices or ask for copies of public data that we keep. To look at data or request copies of data that the City keeps, the City requires a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 5. You may make your request for data by filling out the form provided by the City (also attached to this Policy) and sending it by email, U.S. mail, or by hand-delivering it to the City.

Please be sure that your written data request is as clear and detailed as possible. If the City does not understand your request, the City may ask you for clarification. The City cannot begin processing your data request if you do not provide the requested clarification.

In addition, if your request is so broad that it yields voluminous data, the City may ask if there is more specific data you seek. The City may also ask whether you wish to inspect the data at City offices prior to making copies, or require a deposit for actual costs of providing the copies (see information about charges on page 6).

If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

If you are requesting public data you are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

If you are requesting data that is available to you because you are the data subject (or the legal guardian of the data subject) you must state that you are making a request as a data subject (or as legal guardian of the data subject) and must provide proof that you are the data subject (or the legal guardian). Please see the Standards for Verifying Identity on page 8. If you do not provide proof that you are the data subject, we cannot respond to your request.

## How We Will Respond to Your Data Request

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Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If you are making a request as the data subject (or legal guardian of the data subject) we will ask to confirm your identity.
- If we do not have the data, we will notify in writing as soon as reasonably possible.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you in writing as soon as reasonably possible and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days if the data is about you or if the data is not about you within 30 days, by doing one of the following:
  - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
  - Provide you with copies of the data. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format and we can reasonably make a copy.
- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time. If your request is large the City may divide the response by providing the data in several separate sections or phases (by year, topic, department, etc.).
- If you request data as the data subject (or legal guardian of the data subject), we do not have to show you the same data again for 6 months after we have provided you with your requested data unless there is a dispute about the data or we collect or create new data about you.

Information about charges is on page 6.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic

documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

## **Requests for Summary Data**

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Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We will prepare summary data if you make the request in writing and pre-pay for the costs of creating the data. You may use the data request form on page 7 to request summary data. We will respond to your request within a reasonable amount of time with the data or details of when the data will be ready and how much we will charge you.

## **Standing Requests**

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The City may not prohibit or refuse a standing request for data. However, the City will limit the duration of a standing request to one year from the application. The City will require the requestor to complete a new Data Practices Request Form for each iteration of a standing request.

## **Data Subject to Copyright**

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Data that is or may be subject to a copyright claim (e.g. building plans) cannot be copied by the City and provided to any third party. If such data is otherwise public, it can be provided for inspection only.

## Data Practices Contacts

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### Responsible Authority

Name: Neil Jensen, City Administrator

Address: City Hall, 918 River Road, Cannon Falls, MN 55009

Phone number/fax number/email address: 507-263-9300/507-263-5843/njensen@cannonfallsmn.gov

### Data Practices Compliance Official

Name: Neil Jensen, City Administrator

Address: City Hall, 918 River Road, Cannon Falls, MN 55009

Phone number/fax number/email address: 507-263-9300/507-263-5843/njensen@cannonfallsmn.gov

### Data Practices Designee(s)

Name: Michelle Sandeen, Finance Director

Address: City Hall, 918 River Road, Cannon Falls, MN 55009

Phone number/fax number/email address: 507-263-9300/507-263-5843/msandeen@cannonfallsmn.gov

## Copy Costs

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You have the right to look at (inspect), free of charge, all public data that we keep. If you want copies of public data that we keep, Minnesota Statutes, section 13.03, subdivision 3(c) sets the amount we may charge for copies. You must pay for the copies before we will give them to you. If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

Additionally, if a data request will result in voluminous numbers of documents, the City may ask for a deposit prior to fulfilling the request. If the cost of providing the copies is less than the deposit amount, you will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount, you are responsible for the remaining balance before the copies will be provided to you. You must pay the deposit amount before the City will begin working on your request.

### **For 100 or fewer paper copies – 25 cents per page**

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy. This provision shall 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.

### **Most other types of copies – actual cost**

The charge for most other types of copies (including all requests for data about you as the data subject) when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

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. However, if, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage. We do not charge for costs related to separating public from not public data

### **Commercial Value**

If a request involves copies of data that have commercial value and is a substantial or discreet portion of an entire pattern, program, device, method, technique, process, data base, or was otherwise developed by the City with significant expenditure of public funds, the City shall determine a reasonable fee to be charged in addition to other fees for copies and transmission. Upon written request, the City will provide documentation sufficient to explain the additional fee.



## Data Request Form

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Request date: \_\_\_\_\_

The data I am requesting (Describe the data you are requesting as specifically as possible):

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I am requesting access to data in the following way:

<input type="checkbox"/> Inspection	<input type="checkbox"/> Copies	<input type="checkbox"/> Both inspection and copies
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Contact information:

Name:	phone number:
address:	email address:

Notes – To be Completed by the City if Applicable:

	Notes	Date	Staff Initials
Received			
Identity Confirmed (Data Subject Only)			
Clarification Requested			
Phased Response			
Request Provided/Answered			

Cost – To be Completed by the City if Applicable:

	Amount	Date	Staff Initials
Estimated Cost			
Deposit Required			
Deposit Paid			
Final Cost			
Amount Paid/Refunded			

## Standards For Verifying Identity

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The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
  - a driver's license
  - a state-issued ID
  - a tribal ID
  - a military ID
  - a passport
  - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
  - a driver's license
  - a state-issued ID (including a school/student ID)
  - a tribal ID
  - a military ID
  - a passport
  - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
  - a certified copy of the minor's birth certificate or
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - a court order relating to divorce, separation, custody, foster care
    - a foster care contract
    - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

## **II. Policy for the Ensuring the Security of Not Public Data**

### **Adoption of Policy**

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The adoption of this policy satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in the Data Inventory (required by Minnesota Statutes, section 13.025, subd. 1), in the individual employee's position description, or both, this policy limits access to not public data to employees whose work assignment reasonably requires access.

### **Procedures for Implementation**

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#### **Data Inventory**

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, the City has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by the City. To comply with the requirement in section 13.05, subd. 5, the City has also modified its Data Inventory to represent the employees who have access to not public 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 Data Inventory, the Responsible Authority, the Data Practices Compliance Official (DPCO), and the City Attorney may have access to all not public data maintained by the City if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

#### **Employee Position Descriptions**

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access.

#### **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 federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or the City will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

#### **Ensuring that not public data are not accessed without a work assignment**

Within the City, divisions may assign tasks by employee or by job classification. If a division maintains not public data that all employees within its division do not have a work assignment allowing access to the data, the division will ensure that the not public data are secure. This policy also applies to divisions that share workspaces with other divisions within the City where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data
- Password protecting employee computers and locking computers before leaving workstations
- Securing not public data within locked workspaces and in locked file cabinets
- Shredding not public documents before disposing of them

### **Penalties for unlawfully accessing not public data**

The City will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

## **Annual Update and Assessment**

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The City shall annually, by August 1, review this Data Practices Policy and update the policy as needed. In conjunction with the annual review and pursuant to Minn. Stat. 13.055, Subd. 6, the City shall conduct a comprehensive security assessment of personal information maintained by the City and update the City's maintenance of such information as needed. Personal information is defined in Minn. Stat. 325E.61, Subd. 1, paragraphs (e) and (f).

### **III. Data Inventory of Not Public Data**

This Data Inventory of Not Public Data is maintained by the City to comply with Minn. Stat. 13.025 and Minn. Stat. 13.05. This Inventory is also part of the City's procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access. In addition to the employees listed in the Data Inventory, the Responsible Authority, the Data Practices Compliance Official (DPCO), and the City Attorney may have access to all not public data maintained by the City if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

City Administration				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
City Commission & Committee Appointment Files	Applications until official appointment	Private	M.S. 13.601	City Administrator, City Clerk
City Administrator's Report	Update from the City Administrator to members of the City Council	Private	M.S. 13.601	City Administrator, City Clerk
Federal Contracts	Agreements, contracts	Private/Non-Public	M.S. 13.35	City Administrator, City Clerk

City Attorney				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Civil Legal Action	Pending or ongoing civil legal case files and work product	Protected Non-Public	M.S. 13.39	City Administrator, City Clerk, City Attorney, and certain employees on an as needed basis as part of a specific work assignment.

City Clerk				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Absentee Ballot Application	Application submitted to receive an Absentee Ballot	Public Private	M.S. 13.37 M.S. 203B.04	City Clerk, City Administrator, Absentee Ballot Board, Election Judges
Ballots	Absentee ballots, voted and rejected ballots	Public Private	M.S. 13.37	City Clerk, City Administrator, Absentee Ballot Board, Election Judges
Data Practices Requests	In-writing request forms submitted pursuant to the Minnesota Government Data Practices Act	Public Private	Various	City Administrator, Responsible Authority, Data Practices Compliance Official, City Clerk, and certain employees on an as needed basis as part of a specific work assignment

Data Practices Responses	Responsible Authority responses to written requests pursuant to the Minnesota Government Data Practices Act	Public Private	Various	City Administrator, Responsible Authority, Data Practices Compliance Official, City Clerk, and certain employees on an as needed basis as part of a specific work assignment
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Community Development				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Building Inspections				
Applications	Permit applications and summary data-includes building permits and business permits	Public Private	M.S. 13.37	City Administrator, Zoning Administrator, EDA Coordinator, Building Inspector, Planner, Permit Coordinator, Public Works Director, City Engineer, Utilities Staff, certain employees on an as needed basis as part of a specific work assignment
Building Plans Commercial and Industrial	Architectural, design specifications, structural and utility plans, security plans and trademark information.	Public Private Non-Public	M.S. 13.37 subd. 1b; M.S. 541.051	City Administrator, Zoning Administrator, EDA Coordinator, Building Inspector, Planner, Permit Coordinator, Public Works Director, City Engineer, Utilities Staff, certain employees on an as needed basis as part of a specific work assignment
Building Plans Residential	Architectural, design specifications, structural and utility plans	Public Private Non-Public	M.S. 13.37 subd. 1b	City Administrator, Zoning Administrator, EDA Coordinator, Building Inspector, Planner, Permit Coordinator, Public Works Director, City Engineer, Utilities Staff, certain employees on an as needed basis as part of a specific work assignment
Business Registrations and Licensing				

Applications	Permit applications and summary data – includes building permits and business permits	Public Private	M.S. 13.37	City Administrator, Zoning Administrator, City Clerk, EDA Coordinattor, Building Inspector
Planning/HRA				
Nuisance Complaints	Complaints from citizens about the use of real property	Public Private Confidential	M.S. 13.44	City Administrator, Zoning Administrator, Public Works Director, Public Works Administrative Assistant, City Engineer, certain employees on an as needed basis as part of a specific work assignment
Property Acquisition	Deeds, contracts, correspondence, purchase valuation data, agreements, property data – includes real property appraisal information	Public Confidential Protected Non-Public	M.S. 13.44; M.S. 13.585	City Administrator, Zoning Administrator, City Clerk, Community Development Director, Public Works Director, City Engineer, Assistant City Engineer, Public Works Administrative Assistant
Permits and Licenses				
Applications	Permits and license applications and summary data – includes building permits, contractor and rental licenses	Public Private	M.S. 13.37	City Administrator, Zoning Administrator, EDA Coordinator, Building Inspector

Employee Resources				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
I-9 Employee Eligibility Verification	Verification of status of citizenship or naturalization	Private	M.S. 13.43	City Administrator, City Clerk, H.R. Technician
Affirmative Action Files	Sexual harassment and discrimination; Supplemental personnel data from job application; Copies of reports sent to Human Rights Commission	Public Private Confidentia	M.S. 13.39; M.S. 13.43	City Administrator, City Clerk, H.R. Technician



Applications for Persons on Eligibility List/Register	Applications, resumes, letters of recommendation, police background investigations, etc. If hired, application becomes part of personnel file.	Public Private	M.S. 13.43	City Administrator, City Clerk, H.R. Technician
Benefit Enrollment Forms	Employees' medical, dental, deferred compensation, etc. election forms	Private	M.S. 13.43	City Administrator, City Clerk, H.R. Technician
Department of Labor	Complaints, alleged violations of FLSA	Private	M.S. 13.79	City Administrator, City Clerk, H.R. Technician
Drug and Alcohol Testing Results	Includes commercial driver's licenses, controlled substance test results, driver's evaluations, preplacement drug test results	Public Private	M.S. 13.43	City Administrator, H.R. Technician, Public Works Director
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	Public Private	M.S. 13.43	City Administrator, H.R. Technician
Examination File	Completed exams administered to applicants & promotional exams administered to employees	Private	M.S. 13.43	City Administrator, H.R. Technician, Public Works Director, Finance Director, EDA Coordinator, certain employees on an as needed basis as part of a specific work assignment
Family Medical Leave Document	Employee application information for family medical leave	Private	M.S. 13.43	City Administrator, H.R. Technician, certain employees on an as needed basis as part of a specific work assignment
First Report of Injury	Claims for injuries, injury report, supervisor's report	Private	M.S. 13.43	City Administrator, H.R. Technician

Grievance Files	Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules and received by the city.	Public Private	M.S. 13.43	City Administrator, City Clerk, H.R. Technician, City Attorney, Public Safety Director, Public Works Director, certain employees on an as needed basis as part of a specific work assignment
Long Term Disability	Claims filed by employee for a long-term disability insurance program	Private	M.S. 13.43	City Administrator, City Clerk, H.R. Technician
OSHA Reports	Incident Reports and Annual Summary or any information concerning employee exposure to toxic substances or harmful physical agents.	Public Private	M.S. 13.43	City Administrator, City Clerk, H.R. Technician, certain employees on an as needed basis as part of a specific work assignment
Personnel Data and File	Applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. on employees, volunteers, independent contractors; labor relations information	Public Private	M.S. 13.43; M.S. 179A.03 subd. 4	City Administrator, H.R. Technician, 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, H.R. Technician, Public Works Director, 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, City Clerk, H.R. Technician, Public Safety Director, Public Works Director, certain employees on an as needed basis as part of a specific work assignment

Salary surveys	Surveys from consulting firms, non-profits, associations or other employers	Non-public	M.S. 13.435	City Administrator, City Clerk, H.R. Technician, Public Safety Director, Public Works Director, certain employees on an as needed basis as part of a specific work assignment
Short Term Disability	Claims filed by employee for a short-term disability insurance	Private	M.S. 13.43	City Administrator, City Clerk, H.R. Technician, Public Safety Director, Public Works Director, certain employees on an as needed basis as part of a specific work assignment
Social Security Numbers	Social Security numbers assigned to individuals	Private	M.S. 13.355	City Administrator, City Clerk, H.R. Technician, Public Safety Director, Public Works Director, certain employees on an as needed basis as part of a specific work assignment
Undercover law enforcement assignment	Application or assignment	Private	M.S. 13.43 subd. 5	City Administrator, City Clerk, H.R. Technician, Public Safety Director, Public Works Director, certain employees on an as needed basis as part of a specific work assignment
Unemployment Claims or Compensation	Claim and compensation information for unemployment	Public Private	M.S. 13.43	City Administrator, City Clerk, H.R. Technician, Public Safety Director, Public Works Director, certain employees on an as needed basis as part of a specific work assignment
Wage Assignments	Letters, correspondence	Public Private	M.S. 13.43	City Administrator, City Clerk, H.R. Technician, Public Safety Director, Public Works Director, certain employees on an as needed basis as part of a specific work assignment

Workers Compensation Claims	Claims for injuries, injury reports and correspondence	Private	M.S. 13.43; M.S. 176.231	City Administrator, City Clerk, H.R. Technician, Public Safety Director, Public Works Director, certain employees on an as needed basis as part of a specific work assignment
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Finance				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Assessing				
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, City Clerk, City Assessor
Green Acre Land & Agriculture Preserve Applications	Forms submitted by property owners to qualify for green acres and/or agriculture preserve classifications, usually to obtain a tax break	Public Private	M.S. 13.49	City Administrator, City Clerk, City Assessor
Bonds				
Bond & Interest Coupon Register	Information pertaining to bond	Private Non-Public	M.S. 475.55	City Administrator, City Clerk, Accounts Payable
Finance				
Audit Reports – External	Reports based on private companies for the review of tax payments	Non-Public	M.S. 13.37	City Administrator, City Clerk, Accounts Payable
Audit Reports – Internal	Reports based on the agencies' internal operations	Non-Public	M.S. 13.37	City Administrator, City Clerk, Accounts Payable
Automatic Payment Plan Authorization Form	Completed form and supporting document allowing for automatic payment	Public Private	M.S. 13.37	City Administrator, City Clerk, Utility Billing Clerk, Accounts Payable
Checks (Accounts Receivable)	Checks received from customers submitted electronically to financial institution	Public Private	M.S. 13.37	City Administrator, City Clerk, Utility Billing Clerk, Accounts Payable
Checks (Canceled & Voided) Payroll	Paid and returned payroll checks	Public Private	M.S. 13.43	City Administrator, City Clerk, Utility Billing Clerk, Accounts Payable
Credit Card Receipts	Merchant copy of credit card receipts	Public Private	M.S. 13.37	City Administrator, City Clerk, Utility Billing Clerk, Accounts Payable

Grants	Miscellaneous grant programs and stipulations	Public unless specified by another governmental agency	M.S. 13.35; M.S. 13.599	City Administrator, City Clerk, Accounts Payable, certain employees on an as needed basis as part of a specific work assignment
Unclaimed Property Records (Sent to State)	Includes checks not cashed	Public Private	M.S. 13.37	City Administrator, City Clerk, Accounts Payable
<b>Insurance -- Liability/Workers Compensation</b>				
Claims	Claims that are filed by or against the city.	Public Private	M.S. 13.43	City Administrator, City Clerk, Accounts Payable
<b>Payroll</b>				
Payroll Forms	Change Form, Garnishments, Pension and Retirement Reports, PERA Reports, Time Sheets, Vacation & Leave Requests, W-2, W-3, W-4, 1099.	Public Private	M.S. 13.43	City Administrator, City Clerk, Accounts Payable
Payroll Reports	Payroll history, payroll journal, payroll ledger, state withholding, federal withholding and FICA Reports	Public Private	M.S. 13.43	City Administrator, City Clerk, Accounts Payable
Unemployment Claims or Compensation	Claim and compensation information for unemployment	Public Private	M.S. 13.43	City Administrator, City Clerk, Accounts Payable
Wage Assignments	Letters, correspondence	Public Private	M.S. 13.43	City Administrator, City Clerk, Accounts Payable

Fire				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Arson Reports and Investigations	Information pertaining to arson	Public Confidential	M.S. 13.82 subd. 7; M.S. 13.83	Fire Chief, Fire Marshall, certain employees on an as needed basis as part of a specific work assignment
Fire Relief Association	Financial records	Public Private	M.S. 13.43	Fire Chief, Fire Marshall, certain employees on an as needed basis as part of a specific work assignment

Voluntary Permission & Consent to Search and Seize	Obtains permission to seize evidence for determining origin of fire	Confidential until investigation is closed.	M.S. 13.32	Fire Chief, Fire Marshall, certain employees on an as needed basis as part of a specific work assignment
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Police				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
911 Recordings	Audio recordings	Public Private	M.S. 13.82 subd. 3a	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Arrest & Charge	Audio and video recording determined to have evidentiary value where suspects have been arrested, issued citations and/or a report has been forwarded to the prosecutor for a charging decision.	Public/Private Confidential	M.S. 13.82 subd. 10; M.S. 260B.171	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Audio/Video/Digital Training	Determined to have value for future training sessions	Non-Public	M.S. 13.43	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Background Check	Local records check on individual (i.e., employment, adoptions)	Non-Public	M.S. 13.43 subd. 12; M.S. 626.87	Police Chief, certain employees on an as needed basis as part of a specific work assignment

Case Files/Offense Reports Adult	Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, ICR's, statistical data, and other pertinent data.	Public/Private	M.S. 13.82 subd. 3a	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Case Files/Offense Reports - Juvenile	Includes individual's name, date of birth, time of occurrence, and place of action, description of what happened, location, whether any weapons were used, and other pertinent data	Non-Public Private Confidential	M.S. 13.82; M.S. 260.171	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Certification for Peace Officer for State Aid Application	State form PA-1	Public/Private	M.S. 13.43	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Dangerous/ Potentially Dangerous Dogs	Information on potentially/dangerous dogs	Public/Private	M.S. 13.82	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Death Investigation	Any case file or any investigation involving a death	Private	M.S. 13.82	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Department Payroll and Leave Information	Information collected by police department before sending to payroll	Non-Public	M.S. 13.43	Police Chief, certain employees on an as needed basis as part of a specific work assignment

Dictated & Audio Recorded Reports	Audio recordings of the officer's report transcribed into written report.	Public/Private	M.S. 1382; M.S. 260B.171	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Digital Transcription System Recording	Statements taken from victims, witnesses, suspects, et. al.	Public/Private	M.S. 13.82; M.S. 206B.171	Police Chief, certain employees on an as needed basis as part of a specific work assignment
E-Reports – Officer Reports	Field copy of police report	Public/Private	M.S. 13.82	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Emergency Plan	Emergency Operations Plan	Public/Private	M.S. 13.37	City Administrator, Police Chief, Fire Chief, , Public Works Director, City Engineer, Public Works Leadpersons, certain employees on an as needed basis as part of a specific work assignment
Evidence/Property Logs and Inventory Reports	Property which has been found, confiscated, seized, etc.	Public/Private	M.S. 13.82	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Expunged Records	Case file, which may include ticket, arrest report, legal documents, photos, etc. and Notice of Expungement	Private Confidential	M.S. 609A.01	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Fingerprint Cards	Sworn officers and police personnel; janitors or persons accessing secured areas without supervision	Private	M.S. 13.43	Police Chief, certain employees on an as needed basis as part of a specific work assignment



Firearm Application Permits/Transfers	Includes application to purchase a copy of the firearm permit to carry	Private	M.S. 13.87	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Cannon Falls Municipal Building Security Card/Key Authorization	Applications for security access to city facilities	Non-Public	M.S. 13.43	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Incident Reports	Adult/Juvenile: includes date, time, place of action, any resistance encountered, any pursuit engaged, whether any weapons were used, the charge, arrest or search warrants or legal basis for action, the identities of agencies, units within agencies and individual persons taking the action; whether and where the individual is being held in custody or is being incarcerated by the agency, the date, time and legal basis for any transfer of custody and identification of agency or person who received custody the date, time and legal basis for any release from custody or incarceration, the name, age, sex and last known address of any adult person or the age and sex of any juvenile person cited arrested or incarcerated or otherwise substantially deprived of their liberty, whether the agency employed wiretaps or other eavesdropping techniques, the manner in which the agencies received the information that led to the arrest, and the	Public Private	M.S. 13.82 subd. 3a; M.S. 260B.171	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Internal Investigations	Audio & video recording determined to have evidentiary value in any internal investigations	Public/Private	M.S. 13.43	Police Chief, certain employees on an as needed basis as part of a specific work assignment

Internal Investigation	Case files and reports	Public/Private/Confidential	M.S. 13.39; M.S. 13.43; M.S. 13.82	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Interviews – Audio & Video Recordings	Determined to have evidentiary value. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file.	Public Confidential	M.S. 13.82	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Intoxilyzer Test Results	Original record maintained by the BCA. Department copy retained in accordance with the item they related to (i.e, case file or arrest report)	Public/Private Confidential	M.S. 13.82 subd. 5	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Lost and Found Animal Log	Log of animals that are lost and found	Public/Private	M.S. 13.82 subd. 3	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Master Name File	Adult	Public/Private Confidential	M.S. 13.82	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Master Name File	Juvenile	Private	M.S. 260B.171	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Officer Candidate Application	Interviewed, no background investigation	Non-Public	M.S. 13.43	Police Chief, certain employees on an as needed basis as part of a specific work assignment

Officer Candidates Background	Investigation, not hired	Non-Public	M.S. 13.43	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Officer Candidates Background	Investigation, hired	Public Non-Public	M.S. 13.43	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Photographs/ Negatives or Digital Discs		Public/Private	M.S. 13.82	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Police Clearance Letters	Criminal history or individual within jurisdiction	Public/Private	M.S. 13.87	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Security Door Transaction	Electronic report identifying transactions	Non-Public	M.S. 13.43	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Taped Interviews (no suspects)	Audio/video/digital recordings determined to have evidentiary value where no suspects have been developed, and/or no individuals have been formally charged.	Public/Private	M.S. 13.82; M.S. 206B.171	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Training Records	Examples include first aid, firearm training, advanced driving, crime scene processing, report writing, etc.	Public/Private	M.S. 13.43	Police Chief, certain employees on an as needed basis as part of a specific work assignment

Training Staff Files	Summary report of training history and personnel information	Public/Private	M.S. 13.43	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Use of Force	Audio, video and digital recordings containing information of any incident where force was used and supervisory review is completed according to department policy.	Public/Private Confidential	M.S. 13.39; M.S. 13.43; M.S. 13.82	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Validation/Error Integrity Reports		Private	M.S. 13.82	Police Chief, certain employees on an as needed basis as part of a specific work assignment
Validation Report	Regarding stolen property	Private, Non-Public	M.S. 13.82 subd. 20	Police Chief, certain employees on an as needed basis as part of a specific work assignment

Public Works				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Bids, Quotations and RFP's Accepted	RFP and bid documentation	Public Non-Public	M.S. 13.37 subd. 2; M.S. 13.59	City Administrator, City Clerk, Public Works Director, City Engineer, Fire Chief, Utility Billing Clerk, certain employees on an as needed basis as part of a specific work assignment

Environmental Complaints	Reports about environmental complaints, including disposition	Public Private	M.S. 13.44	City Administrator, Public Works Director, City Engineer, Public Works Administrative Assistant, certain employees on an as needed basis as part of a specific work assignment
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, Public Works Administrative Assistant, 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. 13.548	City Administrator, Public Works Director, City Engineer, Public Works Administrative Assistant, certain employees on an as needed basis as part of a specific work assignment
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 Administrative Assistant, certain employees on an as needed basis as part of a specific work assignment

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, Public Works Administrative Assistant, 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. 1b	City Administrator, Public Works Director, City Engineer, Public Works Administrative Assistant, 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, Public Works Administrative Assistant, certain employees on an as needed basis as part of a specific work assignment
Site Plans	Engineering plans, design specifications, structural and utility plans	Public Private Non-Public	M.S. 13.37 subd. 1b	City Administrator, Public Works Director, City Engineer, Public Works Administrative Assistant, certain employees on an as needed basis as part of a specific work assignment