

**Data on Individuals**  
**Maintained by the City of Foley**  
February 2018

This document identifies the name, title and address of the Responsible Authority for the City of Foley, inventories and describes private or confidential data on individuals maintained by the City of Foley (see Minn. Stat. 13.025 and 13.05 and Minn. Rules 1205.1200)

This document is also part of the City of Foley's procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, Subd. 5). In addition to the employees listed, the City of Foley's Responsible Authority, Data Practices Compliance Official, City Administrator, Chief of Police and City Attorney will also have access to all not public data on an as needed basis as part of a specific work assignment. This document shall be reviewed and updated annually.

The City of Foley's Responsible Authority is:

**Sarah A. Brunn, City Administrator**  
251 4<sup>th</sup> Avenue N  
P.O. Box 709  
Foley, MN 56329

Direct all questions about this document to the City of Foley's Data Practices Compliance Official (DPCO):

**Sarah A. Brunn, City Administrator**  
[sbrunn@ci.foley.mn.us](mailto:sbrunn@ci.foley.mn.us)  
Phone: 320-968-7260  
Fax: 320-968-6325  
251 4<sup>th</sup> Avenue N  
PO Box 709  
Foley, MN 56329

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### Data on Individuals Maintained by the City of Foley

The following data are maintained by more than one division within the City of Foley

| Name of Record, File, Process, Form or Data Type | Description (Understandable to General Public)  | Data Classification               | Citation for Classification     | Employee Work Access   |
|--|---|-----------------------------------|---------------------------------|--|
| Security information                             | Data that would substantially jeopardize the security of information, possessions individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury, if the data were released to the public | Private                           | MS 13.37                        | Certain employees on an as needed basis as part of specific work assignments |
| Civil investigative data                         | Data that are collected in order to start or defend a pending legal action, or because a civil legal action is expected   | Confidential<br>Public            | MS 13.39                        | Certain employees on an as needed basis as part of specific work assignments |
| Comprehensive law enforcement data               | Data created or collected by law enforcement agencies which document any actions taken by them  | Public<br>Private<br>Confidential | MS 13.81                        | Police staff on an as needed basis as part of specific work assignments      |
| Social Security numbers                          | Social Security numbers assigned to individuals   | Private                           | MS 13.355                       | Certain employees on an as needed basis as part of specific work assignments |
| Personnel data                                   | Data about employees, applicants, volunteers, and independent contractors; labor relations information  | Public<br>Private<br>Confidential | MS 13.46<br>179A.03,<br>Subd. 4 | Certain employees on an as needed basis as part of specific work assignments |
| Correspondence                                   | Letters and electronic correspondence   | Public<br>Private<br>Confidential | Various                         | Certain employees on an as needed basis as part of specific work assignments |
| Continuity of operations                         | Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity  | Private                           | MS 13.43,<br>Subd. 17           | Certain employees on an as needed basis as part of specific work assignments |

|   |  |         |          |  |
|---|--|---------|----------|--|
| Personal contact and online account information | Telephone number, email address, usernames and passwords collected, maintained, or received by a government entity for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual | Private | MS13.356 | Certain employees on an as needed basis as part of specific work assignments |
| Attorney data                                   | Data related to attorney work product or data protected attorney – client privilege  | Private | MS13.393 | Certain employees on an as needed basis as part of specific work assignments |

## Administration

| <i>Responsible Authority ( Name &amp; Title)</i><br>Sarah A. Brunn, City Administrator |  | <i>Data Practices Compliance Official (DPCO)</i><br>Sarah A. Brunn, City Administrator |                                    | <i>Department</i><br>Administration  |  |
|--|--|--|------------------------------------|--|--|
| <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329       |  | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329       |                                    | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329 |  |
| <b>Name of Record, File, Process, Form or Data Type</b>                                | <b>Description (Understandable to General Public)</b>  | <b>Data Classification</b>   | <b>Citation for Classification</b> | <b>Employee Work Access</b>  |  |
| Administrations response to data requests  | Data collected by City of Foley data practices compliance official in response to requests for data maintained by the City of Foley  | Public<br>Private  | Various                            | Administration staff on an as needed basis as part of specific work assignment   |  |
| Internal audit data  | Data created, collected, and maintained for the purpose of performing audits and / or relating to an audit or investigation; Working papers gathered or generated until the final report is published or audit becomes inactive                                | Public<br>Private<br>Confidential  | MS 13.392<br>MS 13.43<br>MS 13.37  | Administration staff on an as needed basis as part of specific work assignment   |  |
| Social Security numbers  | Social Security numbers assigned to individuals  | Private  | MS 13.355                          | Administration staff on an as needed basis as part of specific work assignment   |  |
| Personal contact and online account information  | Telephone number, email address, usernames and passwords collected, maintained, or received by a government entity for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual | Private  | MS13.356                           | Administration staff on an as needed basis as part of specific work assignment   |  |
| Government services transaction data   | Credit card, charge card, debit card and other electronic transactions   | Private  | MS 16A.626                         | Administration staff on an as needed basis as part of specific work assignment   |  |
| Government services transaction data   | Checking account numbers   | Private  | MS 13.37<br>subd. 1                | Administration staff on an as needed basis as part of specific work assignment   |  |

[04313-0060/2913903/1]

Listing of the Private and Confidential Data maintained by the City of Foley as required by Minnesota Statutes, section 13.05.

|   |   |                                   |                                   |  |
|---|---|-----------------------------------|-----------------------------------|--|
| Property data   | Complaints of violation of ordinances by individuals  | Private                           | MS 13.44<br>Subd 1                | Administration staff on an as needed basis as part of specific work assignment |
| Real property appraisal data                                      | Estimated or appraised values of individual parcels of real property that are made by personnel of the city or by independent appraisers for the purpose of selling or acquiring land through purchase or condemnation  | Public<br>Confidential            | MS 13.44,<br>Subd. 3 (a),<br>3(c) | Administration staff on an as needed basis as part of specific work assignment |
| Real property appraisal data                                      | Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from the City                   | Public<br>Private                 | MS 13.44,<br>Subd. 3 (b),<br>3(c) | Administration staff on an as needed basis as part of specific work assignment |
| Appointment files   | Lists appointments of individuals by mayor and or board, or council to various boards, commissions and committees including application to commission – including appointment files of those not appointed              | Public<br>Private                 | MS 13.43<br>Subd.3<br>MS 13.601   | Administration staff on an as needed basis as part of specific work assignment |
| Bids, quotations and RFP's accepted                               | Bids, quotations and requests for proposal accepted and by council  | Public<br>Non-Public              | MS 13.37<br>Subd. 2<br>MS 13.59   | Administration staff on an as needed basis as part of specific work assignment |
| Bids, specifications, RFP's and supporting documents not accepted | Bids, specifications, requests for proposals and supporting documents not accepted by Council   | Public<br>Protected<br>Non-Public | MS 13.37<br>MS 13.59              | Administration staff on an as needed basis as part of specific work assignment |
| Real property complaints  | Complaints by citizens about the use of real property   | Public<br>Private<br>Confidential | MS 13.44                          | Administration staff on an as needed basis as part of specific work assignment |
| Historical correspondence   | Correspondence to / from mayor and city administrator. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issue, organization or individual | Public<br>Private                 | MS 13.601                         | Administration staff on an as needed basis as part of specific work assignment |

|   |  |  |                                    |  |
|---|--|--|------------------------------------|--|
| Grants                                      | Miscellaneous grant programs and stipulations  | Public<br>Private<br>Non-Public                              | MS 13.35                           | Administration staff on an as needed basis as part of specific work assignment |
| Audio recordings of closed meetings         | Audio recordings of closed meetings including labor negotiations, security information and the purchase or sale of real property | Public<br>Non-Public   | MS 13D.05<br>MS 13.37<br>MS 13D.03 | Administration staff on an as needed basis as part of specific work assignment |
| Animal and pet licenses                     | Rabies, vaccinations, etc  | Public<br>Private  | MS 13.41                           | Administration staff on an as needed basis as part of specific work assignment |
| Denied applications for permits or licenses | Applications for licensing or permits that have been denied  | Public<br>Private<br>Non-Public                              | MS 13.41                           | Administration staff on an as needed basis as part of specific work assignment |
| Commercial building Permits                 | Applications and Summary Data  | Public<br>Non-Public   | MS 13.37                           | Administration staff on an as needed basis as part of specific work assignment |
| Residential building Permits                | Applications and Summary data  | Public<br>Non-Public   | MS 13.37                           | Administration staff on an as needed basis as part of specific work assignment |
| Attorney opinions                           | Official opinions regarding questions of legal rights or liabilities affecting operating departments                             | Public<br>Private<br>Non-Public<br>Protected<br>Non-Public   | MS13.393<br>MS 13.39               | Administration staff on an as needed basis as part of specific work assignment |
| Civil litigation files                      | Judgments, settlements, releases and correspondence involving civil litigation   | Public<br>Private<br>Confidential<br>Non-Public              | MS 13.39                           | Administration staff on an as needed basis as part of specific work assignment |
| Investigative Files                         | Includes requests for investigation, work papers and final reports. Research conducted but no litigation takes place             | Public<br>Private<br>Confidential<br>Protected<br>Non-Public | MS 13.39                           | Administration staff on an as needed basis as part of specific work assignment |

|                |   |  |          |  |
|----------------|---|--|----------|--|
| Property files | Files involving land acquisitions, condemnations, land sales, lawsuits related to property platting, registration, proceedings subsequent, title issues, assessments, land use issues, development agreements, etc. Files will include correspondence, deeds, titles, affidavits, death certificates, sale appraisals, court documents, research, attorney's opinions, abstracts and pictures | Public<br>Private<br>Confidential<br>Protected<br>Non-Public | MS 13.39 | Administration staff on an as needed basis as part of specific work assignment |
|----------------|---|--|----------|--|



**EDA / Planning**

| <i>Responsible Authority ( Name &amp; Title)</i><br>Sarah A. Brunn, City Administrator |  | <i>Data Practices Compliance Official (DPCO)</i><br>Sarah A. Brunn, City Administrator |                                       | <i>Department</i><br>Administration  |  |
|--|--|--|---------------------------------------|--|--|
| <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329       |  | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329       |                                       | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329   |  |
| <b>Name of Record, File, Process, Form or Data Type</b>                                | <b>Description (Understandable to General Public)</b>  | <b>Data Classification</b>   | <b>Citation for Classification</b>    | <b>Employee Work Access</b>  |  |
| Income property assessment data  | Data collected from individuals or business entities concerning income properties including detailed income and expense figures, average vacancy factors, verified net rentable areas or net usable areas, anticipated income and expenses, projected vacancy factors and lease information. | Private<br>Non-Public  | MS 13.51                              | EDA and Planning staff on an as needed basis as part of a specific work assignment |  |
| Business data  | Data that is submitted to the City by a business requesting financial assistance or a benefit financed by public funds   | Private<br>Non-Public  | MS 13.591                             | EDA and Planning staff on an as needed basis as part of a specific work assignment |  |
| Grants   | Requests, responses and evaluation of grant applications   | Public<br>Private<br>Non-Public  | MS 13.599                             | EDA and Planning staff on an as needed basis as part of a specific work assignment |  |
| Property acquisition   | Deeds, contracts, correspondence, purchase valuation data, agreements and property data in regards to property acquisitions  | Public<br>Confidential<br>Protected<br>Non-Public                                      | MS 13.44<br>MS 13.585                 | EDA and Planning staff on an as needed basis as part of a specific work assignment |  |
| Commercial and industrial building plans   | Commercial and industrial building plans including architectural, design specifications, structural and utility plans  | Public<br>Private<br>Non-Public  | MS 13.37<br>Subd. 1 (b)<br>MS 541.051 | EDA and Planning staff on an as needed basis as part of a specific work assignment |  |

|                            |   |                                 |                         |  |
|----------------------------|---|---------------------------------|-------------------------|--|
| Residential building plans | Residential building plans including architectural, design specifications, structural and utility plans | Public<br>Private<br>Non-Public | MS 13.37<br>Subd. 1 (b) | EDA and Planning staff on an as needed basis as part of a specific work assignment |
|----------------------------|---|---------------------------------|-------------------------|--|

## Finance

| <i>Responsible Authority ( Name &amp; Title)</i><br>Sarah A. Brunn, City Administrator |  | <i>Data Practices Compliance Official (DPCO)</i><br>Sarah A. Brunn, City Administrator |                                    | <i>Department</i><br>Finance   |  |
|--|--|--|------------------------------------|--|--|
| <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329       |  | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329       |                                    | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329 |  |
| <b>Name of Record, File, Process, Form or Data Type</b>                                | <b>Description (Understandable to General Public)</b>  | <b>Data Classification</b>   | <b>Citation for Classification</b> | <b>Employee Work Access</b>  |  |
| Employee expense reports   | Expense reimbursement requests   | Public<br>Private  | MS 13.43                           | Finance staff on an as needed basis as part of specific work assignments         |  |
| Travel expense / per diem reports for council, board and committee members             | Travel expense reimbursement requests  | Public<br>Private  | MS 13.601<br>MS 13.43              | Finance staff on an as needed basis as part of specific work assignments         |  |
| Workers compensation billings  | Records of billings from Department of Employee Relations for employees who receive workers compensation benefits                        | Private  | MS 13.43                           | Finance staff on an as needed basis as part of specific work assignments         |  |
| Unemployment compensation billings   | Records of billings from Department of Employment and Economic Development for employee unemployment compensation                        | Private  | MS 13.43                           | Finance staff on an as needed basis as part of specific work assignments         |  |
| Social Security numbers  | Social Security numbers assigned to individuals  | Private  | MS 13.355                          | Finance employees on an as needed basis as part of specific work assignments     |  |
| Government services transaction data   | Credit card, charge card, debit card and other electronic transactions   | Private  | MS 13.37<br>MS 16A.626             | Finance staff on an as needed basis as part of specific work assignments         |  |
| Government services transaction data   | Checking account numbers submitted by customers  | Private  | MS 13.37<br>subd. 1                | Finance staff on an as needed basis as part of specific work assignments         |  |
| Automatic payment plan authorization form  | Credit card, charge card, debit card, or other method of electronic funds transfer account numbers are nonpublic data not on individuals | Public<br>Private  | MS 13.37<br>MS 16A.626             | Finance staff on an as needed basis as part of specific work assignments         |  |

[04313-0060/2913903/1]

Listing of the Private and Confidential Data maintained by the City of Foley as required by Minnesota Statutes, section 13.05.

|                               |   |                                   |                                   |  |
|-------------------------------|---|-----------------------------------|-----------------------------------|--|
| Bond interest coupon register | All information contained in any register maintained by a municipality or by a corporate registrar with respect to the ownership of municipal obligations is nonpublic data   | Private<br>Non-Public             | MS475.55                          | Finance staff on an as needed basis as part of specific work assignments |
| Internal audit data           | Data created, collected, and maintained for the purpose of performing audits and / or relating to an audit or investigation; Working papers gathered or generated until the final report is published or audit becomes inactive | Public<br>Private<br>Confidential | MS 13.392<br>MS 13.43<br>MS 13.37 | Finance staff on an as needed basis as part of specific work assignments |
| External audit reports        | Reports based on private companies for the review of tax payments   | Non-Public                        | MS 13.37                          | Finance staff on an as needed basis as part of specific work assignments |
| Payroll checks                | All payroll checks that have been paid and returned   | Public<br>Private                 | MS 13.43                          | Finance staff on an as needed basis as part of specific work assignments |
| Unclaimed property records    | Records of unclaimed property turned over to the state including checks not cashed  | Public<br>Private                 | MS 13.37                          | Finance staff on an as needed basis as part of specific work assignments |
| Authorization cards           | Voluntary dues, including union, charitable contributions, employee club, credit union  | Private                           | MS 13.43                          | Finance staff on an as needed basis as part of specific work assignments |
| Cafeteria plan records        | Flex plans and section 125 reports, election forms reimbursement forms etc.   | Private                           | MS 13.43                          | Finance staff on an as needed basis as part of specific work assignments |
| Cancelled payroll checks      | Cancelled payroll checks  | Public<br>Private                 | MS 13.43<br>Subd. 3               | Finance staff on an as needed basis as part of specific work assignments |
| Change form                   | Changes in regards to salary, position, grade level, address, leave of absence, etc.  | Public<br>Private                 | MS 13.43                          | Finance staff on an as needed basis as part of specific work assignments |

|                                |   |                   |          |  |
|--------------------------------|---|-------------------|----------|--|
| Garnishments                   | Child support and spousal maintenance records   | Private           | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |
| Payroll history card           | Detailed description of payrolls  | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |
| Payroll journal                | Detailed register of current and year to date salaries, gross to net and benefit hours used | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |
| Payroll ledger                 | Journal of payroll entries  | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |
| Payroll reports                | State withholding, federal withholding and FICA   | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |
| Payroll worksheets             | Time sheets submitted by employees  | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |
| Pension and retirement reports | Deferred compensation   | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |
| PERA reports                   | State mandated employee savings withdrawal reports  | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |
| Time sheets                    | Original employee time sheets   | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |
| Vacation and leave requests    | Requests for vacation or leave time   | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |

|                                     |   |                   |          |  |
|-------------------------------------|---|-------------------|----------|--|
| W-2 statements                      | W-2 Wage and tax statement – employee                       | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |
| W-3 statements                      | W-3 Wage and tax statements – city                          | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |
| W-4 originals                       | W-4 – Employee withholding allowance certificates           | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |
| 1099 miscellaneous income statement | 1099's that have been issued to report miscellaneous income | Public<br>Private | MS 13.43 | Finance staff on an as needed basis as part of specific work assignments |

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**Fire**

[04313-0060/2913903/1]

Listing of the Private and Confidential Data maintained by the City of Foley as required by Minnesota Statutes, section 13.05.

| <i>Responsible Authority ( Name &amp; Title)</i><br>Sarah A. Brunn, City Administrator |  | <i>Data Practices Compliance Official (DPCO)</i><br>Sarah A. Brunn, City Administrator |                                    | <i>Department</i><br>Fire  |  |
|--|--|--|------------------------------------|--|--|
| <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329       |  | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329       |                                    | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329 |  |
| <b>Name of Record, File, Process, Form or Data Type</b>                                | <b>Description (Understandable to General Public)</b>  | <b>Data Classification</b>   | <b>Citation for Classification</b> | <b>Employee Work Access</b>  |  |
| Financial records  | Fire Relief Association financial records  | Public<br>Private  | MS 13.43                           | Fire department staff on an as needed basis as part of specific work assignments |  |
| Employee personnel records   | Record of prior and current employment history. Data relating to hiring, assessments, promotion, discipline and related administrative personnel actions | Public<br>Private  | MS 13.43                           | Fire department staff on an as needed basis as part of specific work assignments |  |
| Applicant records  | Completed assessments and results, related documentation, and application forms  | Public<br>Private  | MS 13.43                           | Fire department staff on an as needed basis as part of specific work assignments |  |
| Social Security numbers  | Social Security numbers assigned to individuals  | Private  | MS 13.355                          | Fire department staff on an as needed basis as part of specific work assignments |  |

## Human Resources

| <i>Responsible Authority ( Name &amp; Title)</i><br>Sarah A. Brunn, City Administrator |  | <i>Data Practices Compliance Official (DPCO)</i><br>Sarah A. Brunn, City Administrator |                                    | <i>Department</i><br>Human Resources  |  |
|--|--|--|------------------------------------|---|--|
| <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329       |  | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329       |                                    | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329  |  |
| <b>Name of Record, File, Process, Form or Data Type</b>                                | <b>Description (Understandable to General Public)</b>  | <b>Data Classification</b>   | <b>Citation for Classification</b> | <b>Employee Work Access</b>   |  |
| Employee personnel records   | Record of prior and current employment history. Data relating to hiring, assessments, promotion, discipline and related administrative personnel actions | Public<br>Private  | MS 13.43                           | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |  |
| Applicant records  | Completed assessments and results, related documentation, and application forms  | Public<br>Private  | MS 13.43                           | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |  |
| Unemployment compensation billings   | Records of billings from Department of Employment and Economic Development for employee unemployment compensation  | Private  | MS 13.43                           | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |  |
| Labor relations information  | Management positions that have not been presented during the collective bargaining process or interest   | Private<br>Confidential  | MS 13.37<br>Subd. 1(a)             | Personnel Committee on an as needed basis as part   |  |

[04313-0060/2913903/1]

Listing of the Private and Confidential Data maintained by the City of Foley as required by Minnesota Statutes, section 13.05.

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|                               |   |                                   |                      |   |
|-------------------------------|---|-----------------------------------|----------------------|---|
|                               | arbitration, including information collected or created to prepare the management position                        |                                   |                      | of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment   |
| Workers compensation billings | Records of billings from Department of Employee Relations for employees who receive workers compensation benefits | Private                           | MS 13.43             | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Social Security numbers       | Social Security numbers assigned to individuals   | Private                           | MS 13.355            | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Examination data              | Examination or testing materials used to determine qualifications for appointment                                 | Private<br>Non-Public             | MS13.34              | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Affirmative action files      | Sexual harassment and discrimination reports  | Public<br>Private<br>Confidential | MS 13.43<br>MS 13.39 | Personnel Committee on an as needed basis as part   |

|   |  |                                   |                      |   |
|---|--|-----------------------------------|----------------------|---|
|   |  |                                   |                      | of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment   |
| Affirmative action recruitment form         | Supplemental personnel data from job applications  | Public<br>Private<br>Confidential | MS 13.43<br>MS 13.39 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Affirmative action reports                  | Copies of affirmative action reports sent to Human Rights Commission   | Public<br>Private<br>Confidential | MS 13.43<br>MS 13.39 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Applications for person on eligibility list | Applications, resumes, letters of recommendation, police background investigations, etc. If hired, application becomes part of employee personnel file | Public<br>Private                 | MS 13.43             | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Benefits enrollment forms                   | Employees medical, dental, deferred compensation, election forms, etc  | Private                           | MS 13.43             | Personnel Committee on an as needed basis as part   |

|                                  |  |                   |          |   |
|----------------------------------|--|-------------------|----------|---|
|                                  |  |                   |          | of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment   |
| Eligibility register             | A list of job applicants who have qualified on required examination, ranked in order of test score or a list of employees applying for promotion ranked in order of test score | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Employee suggestion forms        | Suggestions by City employees  | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Drug and alcohol testing results | Includes commercial drivers licenses, controlled substance test results, driver evaluations etc.   | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Family medical leave requests    | Leave taken to due related to family medical reasons   | Private           | MS 13.43 | Personnel Committee on an as needed basis as part   |

|                                    |  |                   |          |   |
|------------------------------------|--|-------------------|----------|---|
|                                    |  |                   |          | of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment   |
| Grievance files                    | Formal written employee grievance and / or complaint under a labor agreement or personnel rules and received by the City | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Employment verification form (I-9) | Form verifying status of citizenship or naturalization completed with new hire paperwork                                 | Private           | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Recruitment files                  | Records that relate to posting, recruitment, selection and appointment to each city position                             | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Reprimand and disciplinary files   | Records relating to actions taken by an employee who has been reprimanded and the disciplinary actions taken             | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment   |

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|  |  |                   |          | Finance Department on an as needed basis as part of specific work assignment  |
| Wage assignments                                   | Letters and correspondence relating to wage negotiations   | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Employee medical records                           | Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician, including medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions and employee medical complaints | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Infectious disease and occupational exposure files | Files on each employee dealing with safety and training on diseases such as hepatitis and AIDS.  | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| OSHA reports                                       | OSHA incident reports and annual summary   | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment   |

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|                                |   |                   |          | Finance Department on an as needed basis as part of specific work assignment  |
| OSHA employee exposure records | Any information concerning employee exposure to toxic substances or harmful physical agents | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Claims                         | Insurance claims filed by or against the city   | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| First report of injury         | First report of injury paperwork  | Public<br>Private | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |
| Long term disability           | Claims filed by employee for a long term disability insurance program                       | Private           | MS 13.43 | Personnel Committee on an as needed basis as part of specific work assignment   |

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|                             |  |         |            | Finance Department on an as needed basis as part of specific work assignment  |
| Workers compensation claims | Injury reports and correspondence dealing with injuries. | Private | MS 176.231 | Personnel Committee on an as needed basis as part of specific work assignment<br>Finance Department on an as needed basis as part of specific work assignment |

**Public Works (Streets / Water / Waste Water / Parks & Recreation)**

|  |   |                                   |
|--|---|-----------------------------------|
| <i>Responsible Authority ( Name &amp; Title)</i><br>Sarah A. Brunn, City Administrator | <i>Data Practices Compliance Official (DPCO)</i><br>Sarah. A. Brunn, City Administrator | <i>Department</i><br>Public Works |
|--|---|-----------------------------------|

[04313-0060/2913903/1]

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|--|--|---|
| <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329 | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329 | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329<br>or<br>321 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329 |
|--|--|---|

| <b>Name of Record, File, Process, Form or Data Type</b>         | <b>Description (Understandable to General Public)</b>                             | <b>Data Classification</b> | <b>Citation for Classification</b> | <b>Employee Work Access</b>  |
|---|---|----------------------------|------------------------------------|--|
| Responses to requests for proposals (RFPs) and request for bids | Responses to Requests for Proposals (RFPs) and requests for bids                  | Public<br>Private          | MS 13.591                          | Public Works staff on an as needed basis as part of specific work assignment |
| Responses to requests for proposals (RFPs) and request for bids | Trade secret data in response to Request for Proposal (RFP) and requests for bids | Private                    | MS 13.37                           | Public Works staff on an as needed basis as part of specific work assignment |
| Original construction blueprints                                | Blueprints for completed buildings, streets, storm sewer, sidewalk, etc.          | Public<br>Non-Public       | MS 13.37                           | Public Works staff on an as needed basis as part of specific work assignment |
| Environmental complaint Reports                                 | Complaint reports   | Public<br>Private          | MS 13.44                           | Public Works staff on an as needed basis as part of specific work assignment |
| Environmental protection agency reports                         | Reports from the Environmental Protection Agency involving active cases           | Private<br>Non-Public      | MS 13.39<br>MS 13.44               | Public Works staff on an as needed basis as part of specific work assignment |
| Health department reports                                       | Reports from the Health department involving active cases                         | Private<br>Non-Public      | MS 13.39<br>MS 13.44               | Public Works staff on an as needed basis as part of specific work assignment |

### Municipal Pool

|   |  |                                     |
|---|--|-------------------------------------|
| <i>Responsible Authority (Name &amp; Title)</i><br>Sarah A. Brunn, City Administrator | <i>Data Practices Compliance Official (DPCO)</i><br>Sarah A. Brunn, City Administrator | <i>Department</i><br>Municipal Pool |
|---|--|-------------------------------------|

[04313-0060/2913903/1]



| <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329 |  | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329 |                                    | <i>Address:</i><br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329<br>or<br>110 8 <sup>th</sup> Avenue<br>Foley, MN 56329 |  |
|--|--|--|------------------------------------|---|--|
| <b>Name of Record, File, Process, Form or Data Type</b>                          | <b>Description (Understandable to General Public)</b>  | <b>Data Classification</b>   | <b>Citation for Classification</b> | <b>Employee Work Access</b>   |  |
| Government services transaction data   | Credit card, charge card, debit card and other electronic transactions   | Private  | MS 16A.626                         | Pool and finance staff on an as needed basis as part of specific work assignments   |  |
| Government services transaction data   | Checking account numbers   | Private  | MS 13.37 Subd. 1                   | Pool and finance staff on an as needed basis as part of specific work assignments   |  |
| Social recreational data   | data collected and maintained by the City for the purpose of enrolling individuals in recreational and other social programs are private | Private  | MS 13.548                          | Pool and finance staff on an as needed basis as part of specific work assignments   |  |
| Social Security numbers  | Social Security numbers assigned to individuals  | Private  | MS 13.355                          | Pool and finance staff on an as needed basis as part of specific work assignments   |  |
| Applicant records  | Completed assessments and results, related documentation, and application forms  | Public<br>Private  | MS 13.43                           | Pool and finance staff on an as needed basis as part of specific work assignments   |  |
| Mailing lists  | the name, address, telephone number, and any other data that identify the individual   | Private  | MS 13.548                          | Pool and finance staff on an as needed basis as part of specific work assignments   |  |

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| Registration forms | the name, address, telephone number, and any other data that identify the individual | Public<br>Private | MS 13.548 | Pool and finance staff on an as needed basis as part of specific work assignments |
| Rosters            | the name, address, telephone number, and any other data that identify the individual | Private           | MS 13.548 | Pool and finance staff on an as needed basis as part of specific work assignments |

**Police**

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|--|--|-----------------------------|
| <i>Responsible Authority ( Name &amp; Title)</i><br>Sarah A. Brunn, City Administrator | <i>Data Practices Compliance Official (DPCO)</i><br>Sarah A. Brunn, City Administrator | <i>Department</i><br>Police |
|--|--|-----------------------------|

[04313-0060/2913903/1]

| Address:<br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329 |   | Address:<br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329 |                             | Address:<br>251 4 <sup>th</sup> Avenue N, P.O. Box 709<br>Foley, MN 56329 |  |
|---|---|---|-----------------------------|---|--|
| Name of Record, File, Process, Form or Data Type                          | Description (Understandable to General Public)  | Data Classification   | Citation for Classification | Employee Work Access  |  |
| Comprehensive law enforcement data  | Data created or collected by law enforcement agencies which document any actions taken by them  | Public<br>Private<br>Confidential   | MS 13.81                    | Police staff on an as needed basis as part of specific work assignments   |  |
| Videotapes of child abuse   | individual subject of data may not obtain a copy of a videotape in which a child victim or alleged victim is alleging, explaining, denying, or describing an act of physical or sexual abuse  | Confidential  | MS 13.821                   | Police staff on an as needed basis as part of specific work assignments   |  |
| Sexual assault data   | All sexual assault communication data on individuals  | Private   | MS 13.822                   | Police staff on an as needed basis as part of specific work assignments   |  |
| Corrections and detention data  | Data on individuals created, collected, used or maintained because of their lawful confinement or detainment  | Public<br>Private<br>Confidential   | MS 13.85                    | Police staff on an as needed basis as part of specific work assignments   |  |
| Investigative detention data  | investigative detention data means government data created, collected, used or maintained by the city which: (a) if revealed, would disclose the identity of an informant who provided information about suspected illegal activities, and (b) if revealed, is likely | Confidential  | MS 13.86                    | Police staff on an as needed basis as part of specific work assignments   |  |

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|  | to subject the informant to physical reprisals by others   |                   |                         |   |
| Government services transaction data                       | Credit card, charge card, debit card and other electronic transactions   | Private           | MS 16A.626              | Police staff on an as needed basis as part of specific work assignments |
| Domestic abuse act   | Data on individuals which is collected, created, received or maintained by police departments, sheriffs' offices or clerks of court pursuant to the Domestic Abuse Act | Confidential      | MS 13.80                | Police Staff on an as needed basis as part of specific work assignments |
| Government services transaction data                       | Checking account numbers   | Private           | MS 13.37 Subd. 1        | Police staff on an as needed basis as part of specific work assignments |
| Social Security numbers                                    | Social Security numbers assigned to individuals  | Private           | MS 13.355               | Police staff on an as needed basis as part of specific work assignments |
| Applicant records  | Completed assessments and results, related documentation, and application forms  | Public<br>Private | MS 13.43                | Police staff on an as needed basis as part of specific work assignments |
| Bureau of Criminal Apprehension reports                    | Annual reports of local law enforcement activities compiled by BCA and returned to local department. BCA does not maintain copies of these reports                     | Public<br>Private | MS 13.82<br>MS 260B.171 | Police staff on an as needed basis as part of specific work assignments |
| Certification for peace officers for state aid application | State from PA-1  | Public<br>Private | MS 13.43                | Police staff on an as needed basis as part of                           |

|                                   |  |                                   |                                  |   |
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|                                   |  |                                   |                                  | specific work assignments   |
| Emergency plan                    | Emergency plan for the City                        | Public<br>Private                 | MS 13.37                         | Police staff on an as needed basis as part of specific work assignments |
| Fingerprint cards                 | Sworn officers and police personnel                | Private                           | MS 13.43                         | Police staff on an as needed basis as part of specific work assignments |
| Internal investigations           | Case files and reports                             | Public<br>Private<br>Confidential | MS 13.39<br>MS 13.43<br>MS 13.82 | Police staff on an as needed basis as part of specific work assignments |
| Log sheets                        | Log sheets for officers                            | Public<br>Private<br>Confidential | MS 13.82                         | Police staff on an as needed basis as part of specific work assignments |
| Police clearance letters          | Criminal history on individual within jurisdiction | Public<br>Private                 | MS 13.87                         | Police staff on an as needed basis as part of specific work assignments |
| Public assistance voucher records | Copies of public assistance voucher records        | Private                           | MS 13.462                        | Police staff on an as needed basis as part of specific work assignments |
| Watch Your Car (WYC)              | Watch Your Car Program registration information    | Public<br>Private                 | MS 13.37                         | Police staff on an as needed basis as part of                           |

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|                          |   |                                   |  | specific work assignments   |
| Neighborhood Crime Watch | Participant information in Neighborhood Crime Watch   | Public<br>Private<br>Non-Public   | MS 13.37                               | Police staff on an as needed basis as part of specific work assignments |
| 911 recordings           | Recordings of 911 calls   | Public<br>Private                 | MS 13.82<br>Subd. 3 (a)                | Police staff on an as needed basis as part of specific work assignments |
| Accident reports         | Automobile accident reports including date, time, place of action, vehicles involved, drivers of vehicles, a brief factual reconstruction of events associated with the action, name and addresses of witnesses, names and addresses of any victims or casualties and response or report number   | Public<br>Private<br>Confidential | MS 13.82<br>Subd. 3 (a)<br>MS 169.09   | Police staff on an as needed basis as part of specific work assignments |
| Arrest reports           | Adult / Juvenile arrest reports including 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 | Public<br>Private                 | MS 13.82<br>Subd. 3 (a)<br>MS 260B.171 | Police staff on an as needed basis as part of specific work assignments |

|                                       |   |                                       |                         |   |
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|                                       | 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 his 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 response or report number. |                                       |                         |   |
| Adult case files / offense reports    | Include 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<br>Private                     | MS 13.82<br>Subd. 3 (a) | Police staff on an as needed basis as part of specific work assignments |
| Juvenile case files / offense reports | 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<br>Private<br>Confidential | MS 13.82<br>MS 260B.171 | Police staff on an as needed basis as part of specific work assignments |
| Criminal record check log             | Log recording criminal history queries via state computer   | Public<br>Private<br>Confidential     | MS 13.87                | Police staff on an as needed basis as part of specific work assignments |
| Death investigation                   | Any case file or nay investigation involving a death  | Private                               | MS 13.82                | Police staff on an as needed basis as part of specific work assignments |
| Evidence / Property logs              | Any evidence collected in regards to an investigation   | Public<br>Private                     | MS 13.82                | Police staff on an as needed basis as part of specific work assignments |

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| Evidence / Property inventory reports | Property which has been found, confiscated, seized, etc.   | Private                           | MS 13.82            | Police staff on an as needed basis as part of specific work assignments |
| Criminal fingerprint cards            | Criminal fingerprint cards   | Confidential                      | MS 13.82            | Police staff on an as needed basis as part of specific work assignments |
| Initial complaint records             | Records of initial complaints  | Public<br>Private                 | MS 13.82            | Police staff on an as needed basis as part of specific work assignments |
| Intoxilyzer test results              | Original record maintained by the BCA. Department copy retained in accordance with the item they relate to (i.e. case file or arrest report)   | Public<br>Private<br>Confidential | MS 13.82<br>Subd. 5 | Police staff on an as needed basis as part of specific work assignments |
| Video tape of booking                 | Video tape of booking  | Private                           | M S13.43            | Police staff on an as needed basis as part of specific work assignments |
| Training records for each officer     | Including first aid, firearm training, advanced driving, crime scene processing, report writing, etc.  | Public<br>Private                 | MS 13.43            | Police staff on an as needed basis as part of specific work assignments |
| Dictated and audio recorded reports   | Audio recordings of officers reports which are subsequently transcribed into written report. All audio tapes will be transcribed and a cop of the transcription will be kept with the case file. | Public<br>Private<br>Confidential | MS 13.82            | Police staff on an as needed basis as part of specific work assignments |



|   |   |                                   |                                     |   |
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| Arrest and charge                       | Audio and video recordings 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<br>Private<br>Confidential | MS 13.82<br>Subd. 10<br>MS 260B.171 | Police staff on an as needed basis as part of specific work assignments |
| Homicides                               | Audio and video recording containing information regarding any homicides  | Public<br>Confidential            | MS 13.82                            | Police staff on an as needed basis as part of specific work assignments |
| Internal investigations                 | Audio and video recording determined to have evidentiary value in any internal investigation  | Public<br>Private                 | MS 13.43                            | Police staff on an as needed basis as part of specific work assignments |
| Interviews – audio and video recordings | Any audio or video recording determined to have evidentiary value   | Public<br>Confidential            | MS 13.82                            | Police staff on an as needed basis as part of specific work assignments |
| Use of force                            | Audio and video recordings containing information for any incident where force was used and supervisory review is completed according to department policy.   | Public<br>Private<br>Confidential | MS 13.39<br>MS 13.43<br>MS 13.82    | Police staff on an as needed basis as part of specific work assignments |
| Photographs                             | Pictures relating to an investigation   | Public<br>Private                 | MS 13.39<br>MS 13.82<br>MS 13.43    | Police staff on an as needed basis as part of specific work assignments |