

Data on Individuals
Maintained by the City of Minneapolis
January 2016

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

This document 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 (See Minn. Stat. 13.05, subd. 5). In addition to the employees listed, The City of Minneapolis Responsible Authority, City Records Manager, Data Practices Coordinator, Senior Leadership, and the City Attorney's Office will also have access to all not public data on an as-needed basis as part of a specific work assignment.

The City of Minneapolis Responsible Authority is:

Casey Joe Carl, City Clerk
350 S. 5th St., Room 304
Minneapolis, MN 55415

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

Casey Joe Carl, City Clerk
350 S. 4th St., Room 304
Minneapolis, MN 55415

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Data Maintained by Many or All City Departments

The following data are maintained by more than one department in the City of Minneapolis

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Computer Use and Access Data	Data collected, created, or maintained about a person's access to a government entity's computer	Public Private	13.15	Certain employees on an as-needed basis as part of a specific work assignment
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 including driver's license numbers (except in relation to application submitted for City Licenses); account numbers or credit/debit card numbers in combination with any required security code, access code or password that would permit access to an individual's financial account	Private	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 civil legal action, or because a civil legal action is expected	Public Confidential	13.39	Certain employees on an as-needed basis as part of a specific work assignment
Social Security Numbers	Social Security numbers assigned to individuals,	Private	13.355	Certain employees on an as-needed basis as part of a specific work assignment
Personnel Data	Data about employees, employee suggestions data, complaints against employees, applicants, volunteers and independent contractors; labor relations information	Public Private Confidential	13.43 179A.03	Certain employees on an as-needed basis as part of a specific work assignment

Legal Compliance Data	Affirmative Action Reports, Benefit Reports, I-9's, OSHA Reports, Pay Equity Reports, Labor Relations Reports	Public Private	13.43	Certain employees on an as-needed basis as part of a specific work assignment
Correspondence	Letters and electronic correspondence	Public Private Confidential	Various	Certain employees on an as-needed basis as part of a specific work assignment
Advisory Council Member Data	Data pertaining to advisory council applicants and appointees	Public Private Confidential	13.604	Certain employees on an as-needed basis as part of a specific work assignment
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 a government entity	Private	13.43	Certain employees on an as-needed basis as part of a specific work assignment
Personal Contact and Online Account Information	Telephone number, email address and 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	13.356	Certain employees on an as-needed basis as part of a specific work assignment
Attorney Data	Data related to attorney work product or data protected under attorney-client privilege	Private	13.393	Certain employees on an as-needed basis as part of a specific work assignment
Federal Contracts Data	Data collected due to a contract with a federal agency that requires it as a condition	Private	13.35	Certain employees on an as-needed basis as part of a specific work assignment
Complaint/Complainant Data	Data related to complaints made to the City by the general public	Public Private Confidential	Various	Certain employees on an as-needed basis as part of a specific work assignment

Mayor's Office

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Mayor's Office		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 331 Minneapolis, MN 55415		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Property Data	Data collected, created, maintained or received by a government entity that register complaints, building code violations, and appraisal data	Public Private Confidential	13.44	Certain employees on an as-needed basis as part of a specific work assignment
Award Data	Financial data on business entities submitted for the purpose of presenting awards	Private	13.48	Certain employees on an as-needed basis as part of a specific work assignment
Elected and Appointed Officials Correspondence	Correspondence between elected officials and individuals	Public Private	13.601	Certain employees on an as-needed basis as part of a specific work assignment

City Clerk & Council

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> City Clerk & Council		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Property Data	Data collected, created, maintained, or received by a government entity that register complaints, building code violations, and appraisal data	Public Private Confidential	13.44	Certain employees on an as-needed basis as part of a specific work assignment
Assessor Information	Data collected, created, maintained, or received by a political subdivision	Private	13.51	Certain employees on an as-needed basis as part of a specific work assignment
Grants	Data created, received, collected, or maintained as part of the grant request and awarding process	Public Private	13.599	Certain employees on an as-needed basis as part of a specific work assignment
Elected and Appointed Officials	Data on financial disclosure statements, correspondence, applications for appointments, and data coded elsewhere	Public Private	13.601 13.602	Certain employees on an as-needed basis as part of a specific work assignment
Election Data	The sections referred to in this section are codified outside this chapter. Those sections classify campaign, ethics, and election data as other than public, place restrictions on access to government data, or involve data sharing and indicates related data that is codified elsewhere	Public Private Confidential	13.607	Certain employees on an as-needed basis as part of a specific work assignment

Data Practices Request & Response Information	Data related to requests under the Minnesota Government Data Practices Act	Public Private Confidential	Various	Certain employees on an as-needed basis as part of a specific work assignment
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Internal Audit

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Internal Audit		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 302 Minneapolis, MN 55415		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Internal Auditing Data	Data, notes, and preliminary drafts of reports created, collected, and maintained by the internal audit offices of a government entity or persons performing audits for government entities	Public Private Confidential	13.392	Certain employees on an as-needed basis as part of a specific work assignment

Boards & Commissions

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Boards & Commissions		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> Crown Roller Mill, Room 425 105 5 th Ave. S. Minneapolis, MN 55401		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Elected and Appointed Officials Correspondence	Data on financial disclosure statements, correspondence, applications for appointments, and data coded elsewhere	Public Private	13.601 13.602	Certain employees on an as-needed basis as part of a specific work assignment

City Assessor

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> City Assessor		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> City of Lakes Building 309 2 nd Ave. S., Room 100 Minneapolis, MN 55401		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Property Data	Data collected, created, maintained or received by a government entity that register complaints, building code violations, and appraisal data	Public Private Confidential	13.44	Certain employees on an as-needed basis as part of a specific work assignment

Benefit Data	Data on individual collected or created because an individual seeks information about becoming, is, or was an applicant for or a recipient of benefits or services provided under various agencies	Public Private	13.462	Certain employees on an as-needed basis as part of a specific work assignment
Property Tax data and Homestead Applications	Sections that classify tax data as other than public, place restrictions on access to government data, or involve data sharing	Private Confidential	13.4965	Certain employees on an as-needed basis as part of a specific work assignment
Assessor's Records, Functions, and Reports	Data collected, created, received and maintained pertaining to the function of the Assessor's Office including classifications, appraisals, and valuation	Public Private Confidential	Various	Certain employees on an as-needed basis as part of a specific work assignment
Assessment Data	Data collected, created, maintained, or received in the processes of producing assessment data	Public Private Confidential	13.51 13.52	Certain employees on an as-needed basis as part of a specific work assignment

City Attorney

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> City Attorney		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 210 Minneapolis, MN 55415		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Legal Administration and Common Attorney Records	Records may include administrative data, subpoenas, historically significant legal matters, formal attorney opinions, informal opinions, timekeeping, and litigation logs used in the conduct	Public Private Confidential	13.39 13.393 13.82	Certain employees on an as-needed basis as part of a specific work assignment

	of City business		13.43 Fed Rules of Crim. Procedure 6 (e) (3) (B)	
Criminal Matters Data	Records related to the prosecution of criminal cases by the City Attorney's Office. Records document various types of criminal cases which may include assault, harassment, order for protection, animal control, gross misdemeanors, DWI, Domestic Abuse, Bench Warrants, Expungements, code compliance, justice crimes; livability crimes, property and theft, vulnerable adults, weapons, drugs and alcohol, insurance violations, parking violations, moving violations, serious traffic violations, etc.	Public Private Confidential	13.393 13.82 609A, 01, et seq.	Certain employees on an as-needed basis as part of a specific work assignment
Civil Investigative Data	Active investigative data related to a civil IFegal action	Private Confidential	13.39	Certain employees on an as-needed basis as part of a specific work assignment
Civil Matters Data	Assignments, Advice, Administrative Hearings, Claims, Litigation, Contracts, Agreements	Public Private Confidential	363 A.35 13.39 13.393 13.43 13.82 176.231	Certain employees on an as-needed basis as part of a specific work assignment

Civil Rights

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Civil Rights		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 239 Minneapolis, MN 55415		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Officer Personnel Data, Disciplinary Data, and Complainant Data	Data on individuals maintained because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with a government entity	Public Private Confidential	13.43	Certain employees on an as-needed basis as part of a specific work assignment
Affirmative Action Data	Records to document complaints, investigations, and resolutions of affirmative action issues; confidential data forms of applicants; and departmental tracking and compliance records	Public Private Confidential	13.39 13.43 Sect. 709 (e) Title VII Civil Rights	
Contractor Data	Data collected, created, received, or maintained as part of a relationship with City	Public Private	13.43	

Community Planning & Economic Development

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Community Planning & Economic Development		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> Crown Roller Mill Building 105 5 th Ave. S., Room 200 Minneapolis, MN 55401		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Licenses and Permits	Any information, documentation and data required or produced in the process of obtaining licenses and permits. Records may include applications and supporting documents (including background checks), copies and renewals, and any modifications.	Public Private Confidential	13.37 13.41 13.411 13.69 13.87	Certain employees on an as-needed basis as part of a specific work assignment
Property Data	Data collected, created, maintained or received by a government entity that register complaints, building code violations, and appraisal data	Public Private Confidential	13.44 13.4965 13.4967	Certain employees on an as-needed basis as part of a specific work assignment
Business Licensing	Data collected, created, received, or maintained performing the function of processing business licenses	Public Private Confidential	13.41	Certain employees on an as-needed basis as part of a specific work assignment
Development Data	Data collected, submitted, created, or maintained for the purpose of planning, development, redevelopment, or government programs	Public Private Confidential	13.59 13.591	Certain employees on an as-needed basis as part of a specific work assignment
Housing Agency Data	Financial information regarding a Housing Finance Agency loan or grant recipient	Public Private	13.586	Certain employees on an as-needed basis as part of a specific work assignment

Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Private	13.548	Certain employees on an as-needed basis as part of a specific work assignment
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Minneapolis Fire Department

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Minneapolis Fire Department		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 233 Minneapolis, MN 55415		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Criminal Case Files	Records that are created and used to document complaints, arrests and incidents involving criminal offenses, incidents, documentation, and investigations	Public Private Confidential	13.82 Various	Certain employees on an as-needed basis as part of a specific work assignment
Emergency Communications	Communications made to emergency services for the purpose of requesting service from law enforcement, fire, or medical agency (transcripts of 911 calls that do not reveal the identity of the caller are public)	Private	13.82	Certain employees on an as-needed basis as part of a specific work assignment
Investigative Data	Fire Department access to criminal history, Arson investigation information, fire insurance information, records of the State Fire Marshal, and Hazardous substance emergency	Private Confidential	13.6905	Certain employees on an as-needed basis as part of a specific work assignment
Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone	Private	13.548	Certain employees on an as-needed basis as part of a specific work

	numbers and any other data that identifies the individual or describes a health or medical condition			assignment
Program Participants in regards to inspections	Data on program participants maintained by a local government entity in connection with an active investigation or inspection of an alleged health code, building bode, fire code, or city ordinance violation	Private Confidential	13.805 5B.07 subd. 1	Certain employees on an as-needed basis as part of a specific work assignment

Health

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Health		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> Public Service Center 250 S. 4 th St., Room 510 Minneapolis, MN 55415		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Program Participants in regards to inspections	Data on program participants maintained by a local government entity in connection with an active investigation or inspection of an alleged health code, building bode, fire code, or city ordinance violation are governed outside this chapter	Private Confidential	13.805 5B.07 subd. 1	Certain employees on an as-needed basis as part of a specific work assignment
School-Based Clinics Records	Data involving the health of minors, addresses, lab tests and results	Private Confidential	13.32	Certain employees on an as-needed basis as part of a specific work assignment
Research Participant Data	Data collected during research which includes, names of participants, addresses, emails, social security numbers, health information	Private Confidential	13.717	Certain employees on an as-needed basis as part of a specific work assignment

Minneapolis Police Department

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Minneapolis Police Department		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 130 Minneapolis, MN 55415		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Criminal Case Files	Records that are created and used to document complaints, arrests and incidents involving criminal offenses, incidents, documentation, and investigations	Public Private Confidential	13.82 Various	Certain employees on an as-needed basis as part of a specific work assignment
Confidential Informants	Records, files, and documentation that may contain the identity of, contacts with, and reliability of confidential informants.	Confidential	13.43 13.82 subd. 2 (l), 7, 8, 17 (a)(c)(g), 21 13.86 13.43 subd. 2, 5	Certain employees on an as-needed basis as part of a specific work assignment
Juvenile Records	Records, files, and incidents that are created and used to document complaints, arrests and incidents involving juveniles (age of suspect or arrestee at date of incident is less than 18 years)	Public Private Confidential	13.82 subd. 2 (j)(l), 17(g), 29 13.875	Certain employees on an as-needed basis as part of a specific work assignment
Automated License Plate Reader Data	Information gathered or retained by the Automated License Plate Reader	Public Private	13.824	Certain employees on an as-needed basis as part of a specific work assignment
Traffic Control/Accident Records	Any data, reports, documentation or supplemental information relating to a traffic incident or accident report	Private Public Confidential	13.82 subd. 3,4, 6, 7 169.09 subd. 13	Certain employees on an as-needed basis as part of a specific work assignment

Crime Laboratory Records	MPD Crime Laboratory findings ,records, or information and it corresponding documentation	Private	13.82 Various	Certain employees on an as-needed basis as part of a specific work assignment
Licenses and Permits	Any information, documentation and data required or produced in the process of obtaining licenses and permits. Records may include applications and supporting documents (including background checks), copies and renewals, and any modifications.	Public Private Confidential	13.37 13.41 13.411 13.69 (1)(2); 13.87 subd. 2	Certain employees on an as-needed basis as part of a specific work assignment
Background Investigation Records / Internal Affairs Case Information	Documentation and data obtained during, or relating to performing, background investigations on individuals and case documentation	Public Private Confidential	13.43 subd. 2(b) 4, 12, 17 13.82	Certain employees on an as-needed basis as part of a specific work assignment
Emergency Communications	Communications made to emergency services for the purpose of requesting service from law enforcement, fire, or medical agency (transcripts of 911 calls that do not reveal the identity of the caller are public)	Private	13.82 subd. 3, 4, 17 (f), 25	Certain employees on an as-needed basis as part of a specific work assignment
Mandated Reporter Identities	Identities of individuals who are obligated to report information to law enforcement	Private	13.82 subd. 17 (h), 609.456, 626.556, 626.557	Certain employees on an as-needed basis as part of a specific work assignment
Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Private	13.548	Certain employees on an as-needed basis as part of a specific work assignment
Pawn Shop / Scrap Metal Dealer	Data on individuals that would reveal the identity of customers of a licensed pawnbroker, secondhand goods dealer, or a scrap metal dealer is private, except data describing the property in a regulated transaction which is public	Private Public	13.82 subd. 27	Certain employees on an as-needed basis as part of a specific work assignment

Public Works

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Public Works		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 203 Minneapolis, MN 55415		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Complaint Data	Data related to complaints made to the City by the general public	Public Private Confidential	Various	Certain employees on an as-needed basis as part of a specific work assignment
Municipal Utility Customer Data	Data on customers of municipal electric utilities are private data on individuals or data	Private	13.685	Certain employees on an as-needed basis as part of a specific work assignment Others as stipulated in the law
Parking Space Leasing Data	Data collected, created, maintained or received that is determined to be data including security information and parking space leasing data	Private	13.37	Certain employees on an as-needed basis as part of a specific work assignment
Parking Enforcement	Data maintained, collected, received or created regarding parking certificates and special license plates	Private	13.69	Certain employees on an as-needed basis as part of a specific work assignment

Regulatory Services

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Regulatory Services		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> Public Service Center 250 S. 4 th St., Room 400 Minneapolis, MN 55415		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Construction Plans	Records used by examiners to determine compliance with applicable codes/ordinances prior to permit issuance	Public Private	13.37	Certain employees on an as-needed basis as part of a specific work assignment
Property Data	Data collected, created, maintained or received by a government entity that register complaints, building code violations, and rental licensing data	Public Private Confidential	13.44	Certain employees on an as-needed basis as part of a specific work assignment
Assessment Data	Data collected, created, maintained, or received in the processes of producing assessment data	Public Private Confidential	13.51 13.52	Certain employees on an as-needed basis as part of a specific work assignment
Program Participants in regards to inspections	Data on program participants maintained by a local government entity in connection with an active investigation or inspection of an alleged health code, building code, fire code, or city ordinance violation are governed outside this chapter	Private Confidential	13.805 5B.07 subd. 1	Certain employees on an as-needed basis as part of a specific work assignment

Emergency Management

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Emergency Management		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 25 37 th Ave. NE Fridley, MN 55421		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Property Data	Data collected, created, maintained or received by a government entity that register complaints, building code violations, and appraisal data	Public Private Confidential	13.44	Certain employees on an as-needed basis as part of a specific work assignment
Emergency Communications	Communications made to emergency services for the purpose of requesting service from law enforcement, fire, or medical agency (transcripts of 911 calls that do not reveal the identity of the caller are public)	Private	13.82 subd. 3, 4, 17 (f), 25	Certain employees on an as-needed basis as part of a specific work assignment

911

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> 911		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i>		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access

Emergency Communications	Communications made to emergency services for the purpose of requesting service from law enforcement, fire, or medical agency (transcripts of 911 calls that do not reveal the identity of the caller are public)	Private	13.82 subd. 3, 4, 17 (f), 25	Certain employees on an as-needed basis as part of a specific work assignment
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Minneapolis Convention Center

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Minneapolis Convention Center		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i>		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Information regarding availability of facility	Requests for availability, identity of requestor, type of event, suggested terms of rental, and responses to the request	Public Private	13.55	Certain employees on an as-needed basis as part of a specific work assignment
Contact Information	Names, addresses, and contact person for individual exhibitors may be withheld at the discretion of the facility	Public Private	13.55	Certain employees on an as-needed basis as part of a specific work assignment

Information Technology

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Information Technology		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i>		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Data Breach	Information regarding the breach of the security of data	Public Private Confidential	13.055	Certain employees on an as-needed basis as part of specific work assignments

Finance and Property Services

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Finance and Property Services		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i>		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Medical Payment Records	Records which document payment and receivable invoices for health/medical services provided to clients by direct service programs	Public Private	13.384	Certain employees on an as-needed basis as part of a specific work assignment
Occupational Injury and Illness Reporting Data	Records used to document the nature of a work-related personal injury or illness and meet the	Private Confidential	176.231 13.39	Certain employees on an as-needed basis as part of a specific work

	requirements of state law			assignment
Accident Reports	Records used to document vehicle/equipment accidents	Public Private	13.72	Certain employees on an as-needed basis as part of a specific work assignment
Worker's Compensation Claims	Records used to document claims filed as the result of on-the-job accidents and illnesses by City employees.	Confidential	176.231	Certain employees on an as-needed basis as part of a specific work assignment

Human Resources

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Human Resources		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i>		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Personnel Data	Data about employees, applicants, volunteers and independent contractors; labor relations information	Public Private Confidential	13.43 179A.03, subd. 4	Certain employees on an as-needed basis as part of a specific work assignment
Affirmative Action Data	Records to document complaints, investigations, and resolutions of affirmative action issues; confidential data forms of applicants; and departmental tracking and compliance records	Public Private Confidential	13.3913.43; Sect. 709 (e) Title VII Civil Rights	Certain employees on an as-needed basis as part of a specific work assignment
Labor Relations Data	Records used to track grievances made by employees; collective bargaining agreements and	Public		Certain employees on an as-needed basis as part of

	negotiations; compliance monitoring	Private	13.43	a specific work assignment
Employee Benefits Data	Records used to maintain, track and report on employee participation in the available City-run or sponsored benefit programs	Public Private	13.43	Certain employees on an as-needed basis as part of a specific work assignment

Neighborhood & Community Relations

<i>Responsible Authority (Name and Title)</i> Casey Joe Carl, City Clerk	<i>Data Practices Compliance Official</i> Casey Joe Carl, City Clerk	<i>Reporting Department</i> Neighborhood & Community Relations		
<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i> 350 S. 5 th St., Room 304 Minneapolis, MN 55415	<i>Address:</i>		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Private	13.548	Certain employees on an as-needed basis as part of a specific work assignment
Emergency Services for Homeless Persons	Data on individuals maintained by a grant recipient from which the identity of any individual receiving emergency services	Private	13.587	Certain employees on an as-needed basis as part of a specific work assignment