

**DATA ON INDIVIDUALS  
MAINTAINED BY THE CITY OF SAVAGE  
FEBRUARY 2015**

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

This document is also part of the City of Savage'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, City of Savage's Responsible Authority, Data Practices Compliance Official, senior Leadership Team, and the Agency General Counsel will also have access to all not public data on an as needed basis as part of a specific work assignment.

**City of Savage Responsible Authority/Data Practices compliance Official (DPCO) is:**

Ellen Classen, City Clerk  
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Direct all questions about this document to the City Clerk using the information located above.

## DATA MAINTAINED BY THE CITY OF SAVAGE

ITEM	RECORD TITLE/DESCRIPTION - ADMINISTRATION	DATA PRACTICES CLASSIFICATION	EMPLOYEE WORK ACCESS
CAC 00900	Bids and Specifications for services and supplies – accepted bid documents, specifications, contracts and agreements	Public/Non-public M.S. 13.37, subd. 2, 13.591	Certain employees on an as needed basis as part of specific work assignments.
CAC 01000	Bids – unaccepted	Public/protected non-public until all bids are open M.S. 13.37-13.591	Certain employees on an as needed basis as part of specific work assignments.
CAC 01200	City Property Files Files involving land acquisitions, land sales, and title issues. Files will include deeds, titles, easements, abstracts, and pertinent correspondence	Public/Private/Non-public ms. 13.51	Certain employees on an as needed basis as part of specific work assignments.
CAC 01500	Complaints – by citizens about the use of real property	Public/Confidential M.S. 13.44	Certain employees on an as needed basis as part of specific work assignments.
CAC 01900	Correspondence – City Administrator/Mayor <ul style="list-style-type: none"> <li>• Official correspondence that documents important events or mayor functions of the office.</li> </ul>	Public/Private M.S. 13.601	Certain employees on an as needed basis as part of specific work assignments.
CAC 02000	Correspondence – general	Public/non-public M.S. 13.43, 13.44	Certain employees on an as needed basis as part of specific work assignments.
CAC 02100	Correspondence – messages <ul style="list-style-type: none"> <li>• Transitory messages, e-mail, social media or phone messages of short-term interest which are considered incidental and non-vital correspondence. Note: messages which relate to transactions of City business should be retained in accordance with applicable retention schedule.</li> </ul>	Public/non-public M.S. 13.43, 13.44	Certain employees on an as needed basis as part of specific work assignments.
CAC 02300	Grants	Public – unless otherwise required by the federal government M.S. 13.35	Certain employees on an as needed basis as part of specific work assignments.
CAC 02500	Legal Issues – including condemnation	Public/Confidential/Private Protected Non-public M.S. 13.39	Certain employees on an as needed basis as part of specific work assignments.

CCC 00600	Commissions/Committee Recruitments/Appointments	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
CCC 01000	Mayor/City Administrator Correspondence – official correspondence that documents important events or major functions of the office	Public/Private M.S. 13.601	Certain employees on an as needed basis as part of specific work assignments.
CCE 01000	Election Judge List	Public/Private M.S. 13.37	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION-BUILDING INSPECTIONS</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
BUI 00600	Building Plans – Commercial	Public/Private/Non-public M.S. 13.37 subd. 1b	Certain employees on an as needed basis as part of specific work assignments.
BUI 00700	Building Plans – Residential	Public/Private M.S. 13.37 subd 1b	Certain employees on an as needed basis as part of specific work assignments.
BUI 00800	Complaints/Compliments – by citizens <ul style="list-style-type: none"> <li>• General services, maintenance, repair, etc.</li> </ul>	Public/Private M.S. 13.44	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION - COMMUNICATIONS</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
COM 00900	Correspondence – general	Public/non-public M.S. 13.43, 13.44	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION – COMMUNICATIONS/CABLE TV</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
COM 01900	Correspondence – general	Public/non-public M.S. 13.43, 13.44	Certain employees on an as needed basis as part of specific work assignments.
COM 02400	Legal	Public/Confidential Protected/non-public M.S. 13.39	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION – COMMUNICATIONS IT</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
COM 03500	Correspondence – general	Public/non-public M.S. 13.43, 13.44	Certain employees on an as needed basis as part of specific work assignments.
COM 03600	Grants	Public, unless required by federal government M.S. 13.35	Certain employees on an as needed basis as part of specific work assignments.

COM 03700	Legal	Public/Confidential/Protected/Non-public M.S. 13.39	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION – ECONOMIC DEVELOPMENT</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
ECD 00200	Correspondence – General	Public/Non-public M.S. 13.43, 13.44	Certain employees on an as needed basis as part of specific work assignments.
ECD 00700	Grants	Public – unless required by federal government	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION – PUBLIC WORKS/ENGINEERING</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
ENG 01000	Condemnations	Public/Confidential/Protected Non-public M.S. 13.39	Certain employees on an as needed basis as part of specific work assignments.
ENG 01100	Construction Plans – Original <ul style="list-style-type: none"> <li>Completed city buildings, streets, storm sewer, sidewalks, etc.</li> </ul>	Public/Non-public M.S. 13.37	Certain employees on an as needed basis as part of specific work assignments.
ENG 01300	Correspondence – General (including chronological files)	Public/Non-public M.S. 13.43, 13.44	Certain employees on an as needed basis as part of specific work assignments.
ENG 01600	Legal	Public/Confidential/Protected/Non-public M.S. 13.39, 13.93	Certain employees on an as needed basis as part of specific work assignments.
ENG 01700	Letter of Credit Information	Public/Non-public M.S. 13.39	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION - FINANCE</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
FIN 00300	Audit Reports	Non-public M.S. 13.37	Certain employees on an as needed basis as part of specific work assignments.
FIN 02400	Worker's Compensation Annual Report	Public M.S. 176.231	Certain employees on an as needed basis as part of specific work assignments.

<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION – FINANCE/PAYROLL</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
FIN 03300	Authorized Deduction Forms	Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
FIN 03400	Deferred Compensation Reports	Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
FIN 03500	Federal and State Withholding Worksheet and Report	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
FIN 03900	Payroll Payables <ul style="list-style-type: none"> <li>• Health, union dues, garnishments, child support</li> </ul>	Private M.S. 13.32	Certain employees on an as needed basis as part of specific work assignments.
FIN 04000	Payroll Quarterly Reports <ul style="list-style-type: none"> <li>• State WH, Federal WH and FICA</li> </ul>	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
FIN 04100	Payroll Register	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
FIN 04200	PERA Reports	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
FIN 04300	Timesheets/Direct Deposit Report including leave slips	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
FIN 04400	W-2 Statements (employer copy)	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
FIN 04500	W-4 Forms – originals	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION – FIRE</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
FIR 00800	Correspondence – general	Public/Non-public M.S. 13.43, 13.44	Certain employees on an as needed basis as part of specific work assignments.
FIR 01100	Fire Reports	Public/Confidential/Non-public until investigation closed M.S. 13.82 & 13.83	Certain employees on an as needed basis as part of specific work assignments.
FIR 01300	Fire Relief Assn Financial Records	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.

FIR 01500	Fire Relief Assn – membership files	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
FIR 02600	Voluntary Permission and Consent to Search and Seize: Obtains permission to seize evidence for determining origin of fire.	Confidential until investigation is closed, then public M.S. 13.82	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION – HUMAN RESOURCES</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
HR 00100	Affirmative Action Files <ul style="list-style-type: none"> <li>Sexual Harassment and Discrimination</li> </ul>	Public/Private/Conf. M.S. 13.43, 13.39	Certain employees on an as needed basis as part of specific work assignments.
HR 00200	Affirmative Action Summary Data <ul style="list-style-type: none"> <li>From Job Application</li> </ul>	Public/Private/Conf. M.S. 13.43, 13.39	Certain employees on an as needed basis as part of specific work assignments.
HR 00300	Affirmative Action Reports <ul style="list-style-type: none"> <li>Copies of reports sent to Human Rights Commission</li> </ul>	Public/Private/Conf. M.S. 13.43, 13.39	Certain employees on an as needed basis as part of specific work assignments.
HR 00500	Applications for Persons on Eligibility List (include all data)	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
HR 01200	Employment Testing Results <ul style="list-style-type: none"> <li>Includes commercial drivers licenses, controlled substances test results, drivers evaluation, etc.</li> </ul>	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
HR 01400	Grievance Files <ul style="list-style-type: none"> <li>Formal written employee grievance and/or complaint filed under a labor agreement or personnel rule, and received by the City.</li> </ul>	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
HR 01500	I-9 Form: Employment Eligibility Verification	Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
HR 01700	Medical Records (employees) <ul style="list-style-type: none"> <li>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.</li> </ul>	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
HR 01900	Personnel Files – Full Time <ul style="list-style-type: none"> <li>Applications, references, performance evaluations, reprimands, resignation letters, exit interview</li> </ul> <ul style="list-style-type: none"> <li>Personnel Files – Part Time <ul style="list-style-type: none"> <li>Applications, references, performance evaluations, reprimands, resignation letters, exit interview</li> </ul> </li> </ul>	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.

HR 02200	Recruitment Files <ul style="list-style-type: none"> <li>Records that relate to posting, recruitment, selection and appointment to each position, including an eligibility register (a list of applicants who have qualified on the required examination and ranked in order of test score).</li> </ul>	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
HR 02500	Unemployment Claims/Compensation	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
HR 02600	Workers Compensation Claims	Private M.S. 176.231	Certain employees on an as needed basis as part of specific work assignments.
HR 02700	Workers Compensation Claim Register	Public M.S. 176.231	Certain employees on an as needed basis as part of specific work assignments.
HR 02800	First Report of Injury	Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
HR 03000	OSHA – Employee Accident Reports <ul style="list-style-type: none"> <li>OSHA Reports #200 &amp; 101</li> </ul>	Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
HR 03100	OSHA – Employee Exposure Records <ul style="list-style-type: none"> <li>Any information concerning employee exposure to toxic substances or harmful physical agents</li> </ul>	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
HR 03500	Insurance Claims <ul style="list-style-type: none"> <li>General Liability/Property Damage</li> <li>Liquor Liability</li> <li>Vehicle/Equipment Accident</li> </ul>	Public/Private M.S. 13.43  Public/Private M.S. 13.43  Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION – LIQUOR STORE ENTERPRISES</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
LIQ 00600	Credit Card Transactions	Public/Private M.S. 13.37	Certain employees on an as needed basis as part of specific work assignments.

<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION - PLANNING</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
PLA 00700	Correspondence – General	Public/Non-public M.S. 13.43, 13.44	Certain employees on an as needed basis as part of specific work assignments.
PLA 01000	Legal Issues	Public/Confidential/ Protected Non-public M.S. 13.39, 13.393 is not governed by the DPA	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION - POLICE</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
POL 00100	Accident Reports <ul style="list-style-type: none"> <li>Automobile (State Report) includes date, time, place of action, vehicles involved, drivers of vehicles, brief factual reconstruction of events associated with action, names and addresses of any victims or casualties and response or report number.</li> </ul>	Public/Private/ Confidential M.S. 13.82, Subd. 3a, 169.09	Certain employees on an as needed basis as part of specific work assignments.
POL 00400	Audio & Video – dictated and audio recorded reports <ul style="list-style-type: none"> <li>Audio recordings of officers reports which are subsequently transcribed into written report. Transcribed reports are retained in accordance with the state general records retention schedule.</li> </ul>	Public/Private/ Confidential M.S. 13.82	Certain employees on an as needed basis as part of specific work assignments.
POL 00650	Audio & Video – Arrest & Charge. <ul style="list-style-type: none"> <li>Audio &amp; 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.</li> </ul>	Public/ Confidential M.S. 13.82	Certain employees on an as needed basis as part of specific work assignments.
POL 00750	Audio & Video – Interviews <ul style="list-style-type: none"> <li>Determined to have evidentiary value.</li> </ul>	Public/Confidential M.S. 13.82	Certain employees on an as needed basis as part of specific work assignments.
POL 00900	Audio & Video – Homicides <ul style="list-style-type: none"> <li>Audio &amp; video recordings containing information regarding any homicides.</li> </ul>	Public/Confidential M.S. 13.82	Certain employees on an as needed basis as part of specific work assignments.
POL 01000	Audio & Video – Internal Investigations <ul style="list-style-type: none"> <li>Audio &amp; video recording determined to have evidentiary value in any internal investigations.</li> </ul>	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.



POL 01500	<p>Audio &amp; Video – Use of Force</p> <ul style="list-style-type: none"> <li>• Audio &amp; video recordings containing information of any incident where force was used and supervisory review is completed according to department policy. Example: This may include a situation where an officer does not make an arrest, however does use force in resolving a situation. This could occur when officers assist paramedics in bringing an uncooperative person to the hospital. This is a situation where force may be necessarily used by officers, yet an arrest is not made. If an arrest were made, the recording would be retained under the previously mentioned categories depending on the severity of the charge against the person.</li> </ul>	Public/Private/ Confidential M.S. 13.39, 13.43, 13.82	Certain employees on an as needed basis as part of specific work assignments.
POL 01600	Background Checks – local records check on individual (i.e., employment, adoptions, etc.)	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
POL 01700	Background Investigations – Police applicants hired	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
POL 01800	Background Investigations – Police applicants not hired	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
POL 02000	<p>Bureau of Criminal Apprehension Reports</p> <ul style="list-style-type: none"> <li>• Annual reports of local law enforcement activities compiled by BCA and returned to local department. BCA does not maintain copies of these reports. EXAMPLE: Criminal Justice Reporting System Return A Offenses and Clearances.</li> </ul>	Public/Private M.S. 13.82, 260B.171	Certain employees on an as needed basis as part of specific work assignments.
POL 02100	<p>Case Files (Investigative Reports/Arrest Reports on Adults)</p> <ul style="list-style-type: none"> <li>• Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, Initial Complaint Reports, Statistical data, and other pertinent data. Arrest reports includes, date, time, place of action, any resistance encountered, any pursuit engaged, whether any weapons were used, the charge, arrest or search warrants or legal basis for action, the identities of agencies, units within agencies and individual persons taking the action, whether and where the individual is being held in custody or is being incarcerated by the agency; date, time and legal basis for any transfer of custody and identification of agency or person who received custody or incarceration 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 age and sex of any juvenile person cited,</li> </ul>	Public/Private M.S. 13.82, Subd 3a, 260B.171	Certain employees on an as needed basis as part of specific work assignments.

POL 02100	<p>Case Files - Adults(continued)</p> <ul style="list-style-type: none"> <li>Arrested or incarcerated or otherwise substantially deprived of his liberty; whether the agency employed wiretaps or other eavesdropping techniques; the manner in which the agency received the information that led to the arrest; and response or report number. May also include Property Inventory Sheet, Vehicle Impounds, Fingerprint Cards, Intoxilyzer Test Results on individuals both positive and negative, Blood sample results, Fingerprint Cards, and Forfeiture Forms.</li> </ul>	Public/Private M.S. 13.82, Subd 3a, 260B.171	Certain employees on an as needed basis as part of specific work assignments.
POL 02200	<p>Case Files (Investigative Reports/Arrest Reports on Juveniles)</p> <ul style="list-style-type: none"> <li>Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, and other pertinent data. Arrest reports include any resistance encountered, any pursuit engaged, whether and where the individual is being held in custody or is being incarcerated by the agency; date, time and legal basis for any transfer of custody or incarceration; name, age, sex and last known address of any adult person or 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; manner in which the agency received the information that led to the arrest; and response or report number. May also include Property Inventory Sheet, Vehicle</li> </ul>	Non-Public/Private/ Confidential M.S. 13.82, Subd 5, 260B.171	Certain employees on an as needed basis as part of specific work assignments.
POL 02200	<p>Case Files - Juveniles(continued)</p> <ul style="list-style-type: none"> <li>Impounds, Fingerprint Cards, Intoxilyzer Test Results on individuals both positive and negative, Blood sample results, Fingerprint Cards, and Forfeiture Forms.</li> </ul>	Non-Public/Private/ Confidential M.S. 13.82, Subd 5, 260B.171	Certain employees on an as needed basis as part of specific work assignments.
POL 02400	<p>Citizen's Academy</p> <ul style="list-style-type: none"> <li>Citizen Education Class</li> </ul>	Public/Private/Non- public M.S. 13.37 & 13.82	Certain employees on an as needed basis as part of specific work assignments.
POL 02500	<p>Code Enforcement</p> <ul style="list-style-type: none"> <li>Animal Control Statistical Reports, Animal Impound/Release, Nuisance Complaint, Parking Complaints, Tobacco Violations, Zoning Violations, letters stating violations, court actions, etc.</li> </ul>	Public/Confidential M.S. 13.44	Certain employees on an as needed basis as part of specific work assignments.
POL 02700	Correspondence/Dept Memos	Public/Private M.S. 260B.171	Certain employees on an as needed basis as part of specific work assignments.
POL 03000	Death Investigation – any case file or investigation involving a death	Private M.S. 13.82	Certain employees on an as needed basis as part of specific work assignments.
POL 03100	Evidence – pertaining to cases and found property	Public/Private M.S. 13.82 260B.171	Certain employees on an as needed basis as part of specific work assignments.

POL 03200	Fingerprint Cards – Sworn Officers & Police Personnel	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
POL 03300	Fingerprint Cards – Janitors or Persons accessing secured areas without supervision	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
POL 03400	Firearm Application/Permits/Transfers <ul style="list-style-type: none"> <li>Includes application to purchase and a copy of the firearm permit to carry</li> </ul>	Private M.S. 13.87	Certain employees on an as needed basis as part of specific work assignments.
POL 03600	Incident Reports (Initial Complaint Reports) <ul style="list-style-type: none"> <li>Includes Animal Control, Statistical Reports, Liability Releases and Animal Impound/Release Reports. Would also include Directed Patrol – Resident or Community requests for patrolling specific areas.</li> </ul>	Public/Private M.S. 13.82	Certain employees on an as needed basis as part of specific work assignments.
POL 03700	Internal Investigation <ul style="list-style-type: none"> <li>Case files &amp; reports. Administrative in origin/citizen originated.</li> </ul>	Public/Private/ Confidential M.S. 13.39, 13.43, 13.82	Certain employees on an as needed basis as part of specific work assignments.
POL 03800	Intoxilyzer Test Results – Log	Public/Private/ Confidential M.S. 13.82, Subd 5	Certain employees on an as needed basis as part of specific work assignments.
POL 04000	Master Name File – Adult	Public/Private/ Confidential M.S. 13.82	Certain employees on an as needed basis as part of specific work assignments.
POL 04100	Master Name File – Juvenile	Private M.S. 13.82 260B.171	Certain employees on an as needed basis as part of specific work assignments.
POL 04200	McGruff House	Public/Private/Non- Public M.S. 13.37	Certain employees on an as needed basis as part of specific work assignments.
POL 04300	Neighborhood Crime Watch	Public/Private/Non- Public M.S. 13.37, 13.82	Certain employees on an as needed basis as part of specific work assignments.
POL 04650	Officer Work Schedule	Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
POL 04700	Operation ID	Public/Private/Non- Public M.S. 13.37	Certain employees on an as needed basis as part of specific work assignments.
POL 04750	Performance Tracking <ul style="list-style-type: none"> <li>Employee performance tracking</li> </ul>	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
POL 04800	Police Clearance Letters – criminal history on individual within jurisdiction	Public/Private M.S. 13.87	Certain employees on an as needed basis as part of specific work assignments.

POL 05600	Sealed Court Records	Court Order	Certain employees on an as needed basis as part of specific work assignments.
POL 06000	Training Records <ul style="list-style-type: none"> <li>• Officer and Non-sworn training records</li> <li>• Includes use of force and firearms training</li> </ul>	Public/Private M.S. 13.43	Certain employees on an as needed basis as part of specific work assignments.
POL 06200	Validation Reports <ul style="list-style-type: none"> <li>• BCA validation reports. Example: hot files, CJRS</li> </ul>	Private/Non-public M.S. 13.82 Subd. 20	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION – PUBLIC WORKS/PARKS &amp; RECREATION</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
PRN 01200	Credit Card Transactions	Public/Private M.S. 13.37	Certain employees on an as needed basis as part of specific work assignments.
PRN 01900	Fee Waiver Sheets: for low income participants	Private M.S. 13.31, 13.462	Certain employees on an as needed basis as part of specific work assignments.
PRN 02000	Grants <ul style="list-style-type: none"> <li>• Received by the City</li> </ul>	Public, unless otherwise required by the Federal government	Certain employees on an as needed basis as part of specific work assignments.
PRN 02200	Legal Issues	Public/Confidential/ Protect Non-public M.S. 13.39, M.S.13.393	Certain employees on an as needed basis as part of specific work assignments.
PRN 03000	Recreation Activities/Special Events <ul style="list-style-type: none"> <li>• Field Rental</li> <li>• Registration/Waiver</li> <li>• Schedule/Rosters</li> </ul>	Public/Private M.S. 13.57	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION – PUBLIC WORKS/STREET, FLEET AND FACILITIES</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
SFF 00200	Bids and Proposals <ul style="list-style-type: none"> <li>• Accepted</li>   <li>• Unaccepted</li> </ul>	Public/Non-public M.S. 13.37  Public/Protected/Non-public until opened M.S. 13.37	Certain employees on an as needed basis as part of specific work assignments.
<b>ITEM</b>	<b>RECORD TITLE/DESCRIPTION – PUBLIC WORKS/UTILITIES</b>	<b>DATA PRACTICES CLASSIFICATION</b>	<b>EMPLOYEE WORK ACCESS</b>
UTI 01400	Legal Issues	Public/Private/Confidential/Protected Non-public M.S. 13.39	Certain employees on an as needed basis as part of specific work assignments.