DOUGLAS COUNTY
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Training, Understanding, & Receipt of Guidelines and Procedures for MN Data Practices Policy

This form will be placed in your file for reference.

I have received, read, been trained on, and understand the Douglas County's Guidelines and Procedures for MN Data Practices Policy.

I understand that this is not an employment contract, but rather is a source of information about the County’s guidelines, and my responsibilities as an employee in complying with the MN Data Practices Act as required by Chapter 13. I am aware that the County may change policies from time to time with or without notice, in writing, verbally, or in practice.

For my benefit, complete copies of policies referred to in this manual are available to me upon request to the Human Resource Office or on the internal county website.

I also understand that this updated manual replaces all previously issued policies and notices.

Employee Name: (Please print)___________________________________

Employee Signature: __________________________________________

Job Title: ___________________________________________________

Date Received: ____________________________________________
I. Introduction

The Minnesota Government Data Practices Act (M.S. Chapter 13) regulates all government data collected, created, received, maintained, disseminated, or stored by a state agency, political subdivision, or statewide system regardless of its physical form, storage, media, or conditions of use. In addition, the State Commissioner of Administration has promulgated rules governing data practices which have the effect of law.

MN Data Practices Act

Briefly, the Act describes:

1. What information can be collected.
2. With whom the information can be shared.
3. The classification of specific data.
4. The duties of county personnel in administering the provisions of the Act.
5. Access and procedures for access to the information.
6. Procedures whereby information can be classified as not public.
8. The charging of fees for copies of records.

These are guidelines, not a contract. They are implemented with the intention of assisting department personnel on handling of government data which is maintained by their departments. This manual is to be used in conjunction with the Minnesota Government Data Practices Act (as amended) and the Rules promulgated by the Commissioner of Administrations. (See Appendix B).
ENFORCEMENT OF THE DATA PRACTICES ACT

MN Rules - Chapter 13.09 Penalties.

Any person who willfully violates the provisions of this chapter (Chapter 13) or any rules adopted under this chapter is guilty of a misdemeanor. Willful violation of this chapter by any public employee constitutes just cause for suspension without pay or dismissal of the public employee.

NOTE:

The Act affords remedies to individuals who maintain that a governmental agency is violating or not properly administering the provisions of the Act. Agencies who violate the Act and cause damage to an individual can be sued. The individual may recover actual damages, costs and attorney fees. In cases of willful violations, the individual may recover up to $10,000 in exemplary damages.

General Data Practices Requirements

- All data collected, created, received, maintained, or disseminated by Douglas County are public unless otherwise classified by statute.

- Before collecting private and confidential data on individuals, employees must inform them of their rights using a Tennessen warning.

- Employees must only release private, confidential, nonpublic, and protected nonpublic data under the conditions described in this document. If employees receive any of these types of data unsolicited or unnecessarily, you must destroy it or return it to the person or entity who submitted it.

- If employees violate the provisions of the Minnesota Government Data Practices Act those employees may be subject to disciplinary action and/or civil penalties.

- Employees must complete basic data practices training. Training will be provided by the employee’s supervisor. Training will include specific information about the data maintained by the employee’s department program.
Employees must refer non-routine data practices questions to their supervisor, or department head or the Coordinator/Human Resources Department. Don't guess - get a second or third opinion if in doubt of the status of the data in question.

The employee’s department or program must maintain a list of the data they collect or maintain that is not available to the public. The list must include statutory references defining it as not available to the public. The document must also contain copies of the forms they use to collect this data.

Collecting and Storing Data on Individuals

Departments must limit the collection and storage of data on individuals and the use of these data to that necessary for the administration of Douglas County programs or as mandated by law. If departments collect private or confidential data from an individual, the data can only be used for the purposes stated to the individual at the time of collection. If departments receive confidential, private, nonpublic and/or protected nonpublic data unsolicited, contact the party who sent the data as soon as possible, describe the situation and agree whether to return the data or to shred it.

Storage of Public Data

Douglas County must keep public government data in a way that makes it easy for the public to access the data.

Security of Not Public Data

To comply with the Minnesota Government Data Practices Act and adequately protect Douglas County's data assets, employees must:

- Put private and confidential data away when leaving work space and close client files when being visited.
- Use screen savers that are protected by secure passwords.
- Back up, and keep secure, data files containing private or confidential data.
- Keep the data behind two locks, such as the locked entrance door and a locked file cabinet or password.
- Use applicable data classifications and statutes to determine if and how data can be released.
- Seek advice from your supervisor, manager, or Human Resources Department when in doubt about data classification or security.
- Dispose of records containing private and confidential data according to the records retention schedule.

- Establish a schedule if one does not exist.

- Make copies of private data only when necessary and shred copies when they are no longer needed. Please check with supervisor or administrative support staff regarding shredding procedures.

**Sharing Data**

Employees, agents, and all persons performing duties within Douglas County may, and are encouraged and expected to obtain advice and assistance from co-workers to the extent they believe is reasonably necessary to perform their job. Individuals within the entity whose work assignments, reasonably require access, may see private data.
II. CLASSIFICATION OF GOVERNMENT DATA

General Categories of Data:

A. Data on Individuals

B. Data not on Individuals

C. Summary Data

D. Data on Decedents

A Data on Individuals:

1. PUBLIC:
   a. Definition: All data on individuals is public unless classified as private or confidential.
   b. Access: All public data on individuals is accessible by the public regardless of their interest in that data. Public data is available to other government entities if needed for the administration and management of authorized programs.
   c. COUNTY POLICY: When in question, access to data will be requested by means of the Request for Data form. (see Appendix B).

2. PRIVATE:
   a. Definition: Private data on individuals is data which is not accessible to the public but is accessible to the individual subject of the data.
DOUGLAS COUNTY

b. **Access:** Private data on individuals is accessible to the subject of the data upon written request using the Request for Data form (see Appendix B or by individuals, entities, or persons authorized by the subject using an Informed Consent form)

* For additional information on accessibility see Minn. Statute 13.05 subd. 4 and Minn. Rules 1205.0400

**NOTE:**

A Tennessen Warning **must be given** when private information is collected from the subject of the data. A Tennessen Warning is **not given** when private data is collected from someone other than the subject of the data (see Section VII)

3. **CONFIDENTIAL:**

   a. **Definition:** Data on individuals is confidential if it is made by statute or federal law not accessible by the public and not accessible to the individual subject of the data.

   b. **Access:** Access to confidential data is available only to the following:

      (1) Individuals within the entity whose work assignments reasonably require access; and

      (2) Entities and agencies who are authorized by statute, including Minnesota Statutes, Section 13.05 or federal law to gain access to that specific data.

B. **DATA NOT ON INDIVIDUALS**

1. **PUBLIC:**

   a. **Definition:** Public data not on individuals means data not on individuals which is accessible to the public.

   b. **Access:** Public data not on individuals is accessible to the public regardless of their interest in the data.

   c. **COUNTY POLICY:** Access to data will be requested by means of the Request for Data form. (see Appendix B).
2. NONPUBLIC:
   a. **Definition:** Nonpublic data not on individuals means data which is not public but is accessible to the subject of the data, if any.

   b. **Access:** Nonpublic data is accessible to the subject of that data, personnel within the entity whose work assignment requires access, or individuals, entities or person as otherwise provided by law through written request using the Request for Data form (see Appendix B)

3. PROTECTED NONPUBLIC:
   a. **Definition:** Protected nonpublic data not on individuals means data which is not public and not accessible to the subject of the data.

   b. **Access:** Protected nonpublic data is accessible only to the following:

   (1) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.

   (2) Individuals, entities, or persons authorized by law.

C. SUMMARY DATA

1. **Definition:** Summary data means statistical records and reports derived from data on individuals but in which the individuals are not in any way identifiable.

2. **Access:** Unless classified by a Temporary Classification, summary data is public and may be requested by and made available to any individual or person. Summary data may be requested by a governmental entity if needed for the administration and management of authorized programs.

D. DATA ON DECEDENTS

1. PRIVATE:
   a. **Definition:** Private data on decedents means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as private data.
DOUGLAS COUNTY

b. **Access:** Private data on decedents is accessible to the representative of the decedent or a trustee appointed in a wrongful death action.

2. **CONFIDENTIAL:**

   a. **Definition:** Confidential data on decedents means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as confidential data.

   b. **Access:** A trustee appointed in a wrongful death action has access to appropriate confidential data on decedents concerning the data subject.

*For further information regarding data on decedents see Minn. Statutes 13.10*
III. SPECIFIC CLASSIFICATIONS OF DATA

The following is a list of major types of data which the Minnesota Statutes Government Data Practices Act itself classifies. This list does not include data classified as public. Remember that this list is not exhaustive because other state statutes and federal laws may classify data as not public. Also, each section referred to below should be read carefully as there may be exceptions to the classification.

NOTE:
Click on hyperlinks below to view law MN State Law.

A. GOVERNMENT DATA CLASSIFIED AS PRIVATE:

Absentee Ballots, 13.37
Assessor's Data, 13.51
Attorney General Data, 13.65
Benefit Data, 13.461
Corrections and Detention Data, 13.85
Court Services Data, 13.84
Criminal History Data, 13.87
Deferred Assessment Data, 13.52
Department of Public Safety Data, 13.69
Educational Data, 13.32
Elected Officials Correspondence, 13.601
Federal Contracts Data, 13.35
Firearms Data, 13.87
Health Data, 13.3805
Investigative Data, 13.39
DOUGLAS COUNTY

Labor Relations Information, 13.37
Library Data, 13.40
Licensing Data, 13.41
Medical Examiner Data, 13.83
Medical Data, 13.384
Offensive Photographs, 13.82
Personnel Data (some), 13.43
Photographic Negatives, 13.69
Rideshare Data, 13.72
Sealed Bids, 13.37
Security Information, 13.37
Sexual Assault Data, 13.822
Social Recreational Data, 13.548
Surplus Life Insurance Data, 13.715
Trade Secret Information, 13.37
Welfare Data, 13.46

B. GOVERNMENT DATA CLASSIFIED AS CONFIDENTIAL:

Active Criminal Investigative Data, 13.82
Appraisal Data, 13.44
Attorney General Data, 13.65
Civil Legal Action Data, 13.39
Corrections and Detention Data, 13.85
Court Services Data, 13.84
Department of Public Safety Data, 13.69
Domestic Abuse Data, 13.80
Foster Care Data, 13.467
Health Data, 13.3805
Housing Agency Data, 13.585
Investigative Detention Data, 13.86
Licensing Data, 13.41
Medical Examiner Data, 13.83
Property Complaint Data, 13.44

C. GOVERNMENT DATA CLASSIFIED AS NONPUBLIC:

Absentee Ballots, 13.37
Assessor's Data, 13.51
Department of Transportation Construction Cost Estimates, 13.72
Department of Employee Relations Data, 13.67
Energy and Financial Data, 13.68
Examination Data, 13.34
Federal Contracts Data, 13.35
Housing Agency Data, 13.585
Income Property Assessment Data, 13.51
Labor Relations Information, 13.37
St. Paul Civic Center Authority Data, 13.55
Salary Benefit Survey Data, 13.435
Sealed Bids, 13.37
Security Information, 13.37
Trade Secret Information, 13.37
Worker's Compensation Self Insurance Data, 13.715

D. GOVERNMENT DATA CLASSIFIED AS PROTECTED NONPUBLIC:

Civil Legal Action Data, 13.39
Energy Audit Data, 13.68
Housing Agency Data, 13.585
Labor Relations Information, 13.37
IV. REQUEST FOR GOVERNMENT DATA

A. REQUEST FOR DATA - GENERAL

To make a request under the MGDPA for government data, the requestor shall complete the REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA Form (See Appendix B) and submit it to the Responsible Authority or the designee.

The REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA form provides a written record of the requestor identification information (does not need to person’s name if requesting public data*) and the specific data requested, for the purpose of facilitating access to the data, as well as documenting the action taken by the Responsible Authority or the designee, and any financial transaction which occurs.

*If the requestor chooses not to give Douglas County any identifying information, Douglas County will provide the requestor with contact information so the requestor may check on the status of their request. In addition, if Douglas County does not understand the request and has no way to contact the requestor, Douglas County will not be able to begin processing the request.

Exceptions:

- If the public already has access to the data based on the data’s classification AND is available via public terminals or other means AND the individual or entity only wants to view/inspect the data, then a REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA Form does not need to be completed.
Other equivalent forms provided by Douglas County may be used in place of the REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA Form. Example: Forms from the HIPAA policy, License Bureau State forms, etc.

Please note that nothing in Chapter 13 requires government entities to format or create data to respond to a data request. Those such requests are beyond the purview of Chapter 13.

If a requestor is permitted, under the law, to inspect government data, it shall be at reasonable times and places (which are during normal working hours of the agency), and if requested, he/she shall be informed of the meaning of the data.

B. REQUESTS FOR DATA BY OTHER GOVERNMENT AGENCIES

1. A responsible authority shall allow another responsible authority access to data classified as private, confidential, nonpublic, or protected nonpublic only when the access is authorized or required by state statute or federal law.

2. Data shall have the same classification in the hands of the agency receiving it as it had in the agency providing it unless the classification is required to change to meet judicial or administration requirements.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Douglas County will prepare summary data if the requestor makes their request in writing and pre-pay for the cost of creating the data. Upon receiving the written request on the REQUEST FOR ACCESS TO GOVERNMENT DATA form Douglas County will respond within ten business days with the data or details of when the data will be ready and how much Douglas County will charge.
REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA

A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data. Individuals requesting data on themselves must provide identification. Individuals requesting non-public data on other person, must provide an informed consent sign by that other person.

Date _____________________

The specific information requested to be released is described as follows:

_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

I would like the above requested data in this format (print clearly):

☐ I would like to only VIEW the above requested data. You may not remove the data from the office in which you are allowed to view it. (You will be contacted when your data is ready for viewing.)

☐ Paper copies - You may not take the documents to make copies yourself. (You will be contacted when your data is ready to be picked up.)

☐ Emailed to this email address:

☐ Facsimile - Fax Number: (          )

☐ Other format:

Will a fee be charged?

☐ No charge to view data.

☐ Fees apply. Fees must be pre-paid.

☐ Fees apply. Fees must be pre-paid.

☐ Fees apply. Fees must be pre-paid.

☐ Fees apply. Fees must be pre-paid.

(Street address)                                                                                       (City)                    (State)                          (Zip code)

I would like to only VIEW the above requested data. You may not remove the data from the office in which you are allowed to view it. (You will be contacted when your data is ready for viewing.)

(Street address)                                                                                       (City)                    (State)                          (Zip code)

Phone Number _____________________

TIME FRAME: The request will be honored within five working days from the date of request. If the request cannot be honored within that time, the responsible authority shall inform the requestor, and may have an additional five working days within which to comply with the request.

FEES must be pre-paid and will be based on entire request as follows:

☐ Method 1: Copies (100 or less - each side copied counts as 1, legal or letter) $.25 each side (no other charge) (applies only to PUBLIC DATA only!) You may not take the documents to make copies yourself.

☐ Method 2: Copies (101+ or larger than legal size), email, fax, or other form of duplication - fees will be the actual costs of searching for and retrieving data, including the cost of employee time (lowest paid employee in the department holding the data/responding to the request - hourly rate plus benefits), and for making, certifying, compiling, and electronically transmitting copies of the data or the data themselves.

We will not charge a minimum fee. Fee will be based on actual time. (Applies to all PUBLIC DATA meeting the above qualifications and all PRIVATE DATA accessed by the individual subject of the data)

☐ In compliance with Mn Statute 181.961 – One copy of a former employee’s personnel file will be provided without charge if the request is put in writing by the former employee. Current employees may request to view/copy their personnel file without charge every 6 months.

FOR OFFICE USE ONLY

The information requested is classified as and shall retain the classification of:

☐ PUBLIC (data on individuals)  ☐ PUBLIC (data NOT on individuals)  ☐ PUBLIC (data on individuals)  ☐ PUBLIC (data NOT on individuals)

☐ PRIVATE (data on individuals)

☐ NONPUBLIC (NOT on individuals)

☐ CONFIDENTIAL

☐ PROTECTED NONPUBLIC

☐ Other identification:

*Identification is REQUIRED for access to PRIVATE DATA

Request was: ☐ Approved  ☐ in part  ☐ Denied (Complete & attach the “Denial of Access to Data Form”)

Charges: Cash: $ Check Number: ☐ Authorized Signature:

NOTE TO DEPARTMENT HEADS: If the request is for other than public data about another person, an informed consent authorization is required to be signed by the subject that the data is about.
How to Respond to a Data Request

Upon receiving a request, Douglas County will work to process it.

- If Douglas County does not have the data, Douglas County will notify the requestor as soon as reasonably possible.
- If Douglas County has the data, but the data is not public, Douglas County will notify the requestor as soon as reasonably possible and state which specific law say the data is not public.
- If Douglas County has the data, and the data are public, Douglas County will respond to the request appropriately and promptly, within a reasonable amount of time by doing one of the following:
  - arrange a date, time, and place to inspect data, for free, if the request is to look at the data, or
  - provide the requestor with copies of the data as soon as reasonably possible. Douglas County also will arrange for the requestor to pre-pay for the copies. The requestor may choose to pick up the copies, or Douglas County will mail or fax them to the requestor. If the requestor wants Douglas County to send the requestor the copies, the requestor will need to provide us with an address or fax number. Douglas County will provide electronic copies (such as email or CD-ROM) upon request if Douglas County keeps the data in electronic format.

  Information about copy charges is in the next Chapter.

If the requestor does not understand some of the data (technical terminology, abbreviations, or acronyms), please let Douglas County know. Douglas County will give the requestor an explanation if the requestor asks.

The Government Data Practices Act does not require Douglas County to create or collect new data in response to a data request if Douglas County does not already have the data, or to provide data in a specific form or arrangement if Douglas County does not keep the data in that form or arrangement. (For example, if the data the requestor requests are on paper only, Douglas County is not required to create electronic documents to respond to a request.) If Douglas County agrees to create data in response to a request, Douglas County will work with the requestor on the details of the request, including cost and response time.

In addition, the Government Data Practices Act does not require Douglas County to answer questions that are not requests for data.
Response to a Data Request Letter

Douglas County
Heather Schlangen, Responsible Authority
305 8th Street
Alexandria, MN 56308
Phone: (320)-7623898

Date: ____/____/_____

This letter is to respond to your request for government data. Please refer to the checked section.

☐ The data you have requested is available and ready for inspection at ________________________ office from 8 A.M. to 4:30 P.M., Monday through Friday (excluding holidays.)

☐ The copies you requested are available at ________________________ office from 8 A.M. to 4:30 P.M., Monday through Friday (excluding holidays.) Please see Copy Cost Calculation Form for charges related to this data request.

☐ The data you requested does not exist (Advisory Opinion No. 97-020).

☐ The data that you requested is not available for inspection or copying, and the applicable statutory section that prevents access is Minn. Stat. § 13.03, subd. 3(f) (Advisory Opinion No. 98-006). An entity must inform the requestor of the existence of data that has been requested but to which access is denied (Advisory Opinion Nos. 94-003, 97-008).

☐ In order to properly respond to your data request, we need clarification of [describe what clarification is needed]:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

☐ The information you requested is not government data because [explain why not – possible options being that it is only a mental impression (but then it is not data at all) or it is personal data (see Advisory Opinion No. 01-075). In such circumstances, further response is at the option of the entity and outside the scope of the MGDPA.]

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

☐ If the individual asks the entity for data categorized in such a way that the entity must create data to respond to the request, the entity should advise the requestor that nothing in Chapter 13 requires government entities to format/create data to respond to a data request and that such requests are beyond the purview of Chapter 13.

BE CLEAR in your response (Advisory Opinion No. 02-017). The response should be specific to the particular request and should respond to every element of the request (Advisory Opinion No. 00-014).

If you have any further questions, please write or call the Responsible Authority.
DOUGLAS COUNTY

Denial of Access to Data Form

Douglas County
Responsible Authority
305 8th Street
Alexandria, MN 56308

M ______________________________________________,

We are sorry to inform you that your request to access data has been denied based upon:

☐ Statutory section: ________________________________

☐ Temporary Classification: __________________________

☐ Provision of Federal Law: __________________________

If you have additional questions or concerns, please contact Heather Schlangen at (320) – 762-3858.

Sincerely,

Heather Schlangen
Douglas County Coordinator
V. FEES FOR COPIES & PREPARATION OF DATA:

Amendments to section 13.03 in 2005 require entities to calculate any fee that is charged by using one of the two methods below. (Minnesota Session Laws 2005, Chapter 163, section 8, effective August 1, 2005.) Regardless of which method is used, the entity may not charge for separating public data from not public data.

Requestors of data must pay for copies before Douglas County will give the copies to the requestor.

<table>
<thead>
<tr>
<th>NOTE:</th>
</tr>
</thead>
</table>
| Fees shall NOT be charged:

1) to those individuals who only want to view data.

2) for separating public from not public data.

See Douglas County Fee Schedule in Appendix B of this manual.

Fee Calculation Method I - (Paper Copies)

If 100 or fewer pages of black and white, letter or legal size paper copies are requested, Douglas County may charge a per-page fee of not more than 25 cents for each page copied (50 cents for a two-sided copy).

<table>
<thead>
<tr>
<th>NOTE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The entity is authorized to charge only the per-page fee and cannot require the requester to pay any of the costs listed in Fee Calculation Method II.</td>
</tr>
</tbody>
</table>
This provision should not be interpreted to permit division of a single request into requests for copies of fewer than 100 pages in order to avoid charging a fee based on the actual costs of providing copies.

Fee Calculation Method II

In all other circumstances, except when a charge is set by statute or rule, including requests to provide data via facsimile, email, video, etc., Douglas County may require the requester to pay the actual costs of searching for and retrieving the data, including the cost of employee time, and for making, certifying, compiling, and electronically transmitting copies of the data or the data themselves. Additional criteria for determining copy costs using Method II are set forth at Minnesota Rules, part 1205.0300, subpart 4. Douglas County may not charge a minimum fee.

Certain advisory opinions, issued pursuant to Minnesota Statutes, section 13.072, have established the following criteria for determining copy costs using Method II. (See the opinion index on IPAD’s website; specifically, the topical index category, Copy costs.)

A. Costs that may be included as long as they are reasonable:

- Staff time required to:
  - Search and retrieve data.
  - Sort and label documents, only if necessary to identify the data to be copied.
  - Remove staples or paper clips.
  - Take documents to copier for copying.
  - Copy documents.

NOTE:

The entity may not assess a fee for labor costs (wages/salary plus benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed. The requirement that data be kept in a manner that makes them easily accessible for convenient use may limit the entity in charging for staff time.

- Materials (paper, copier ink, staples, magnetic tapes, video or audio cassettes, etc.).
Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data.

**NOTE:**

Computerized data must be kept in a manner that makes the data easily accessible for convenient use.

- Mailing costs.
- Vehicle costs directly involved in transporting data to the appropriate facility when necessary to provide copies (for example, when the entity is unable to provide copying services for photographs, oversized documents, videos, etc.).
- Electricity costs when the requester uses own scanner to make an unusually large number of copies.

**B. Costs that MAY NOT be included:**

- Purchase or rental of copier.
- Maintenance of copier.
- Normal operating expenses of computer/copier, including electricity used, and machine wear/tear.
- Depreciation of copier.
- Staff time required to:
  - Separate public from not public data.
  - Open a data request that was mailed.
  - Sort, label or review data, if not necessary to identify the data to be copied.
  - Return documents to storage.
  - Provide information about the data to the requester (i.e., explain content and meaning of data).
  - Prepare data for mailing.
  - Prepare cover letter, fax sheet or invoice for copies.
  - Credit payment and perform other associated accounting functions.

**NOTE:**

The entity may not assess a fee for labor costs (wages/salary plus benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed.
☐ Administrative costs that are not related to copying.

☐ Records storage.

☐ Sales tax.

☐ The entire cost of operating a multi-tasked computer for a measured unit of time, when fulfilling a request for copies was only one of the tasks performed during that unit of time.

☐ Costs incurred because data are not maintained in a manner that makes them easily accessible for convenient use.

☐ Search and retrieval costs when data are inspected but no copies are requested.

**Fees for Remote Access of Data in Electronic Form**

In the case of data stored in electronic form and made available in electronic form on a remote access basis to the public by the government entity, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. Nothing in Minnesota Statute 13.03 section 3 prohibits a government entity from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A government entity may charge a fee for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

**Fees for Public Government Data That Has Commercial Value**

When a request under MGDPA involves any person's receipt of copies of public government data that has commercial value and is a substantial and discrete portion of or an entire:

- formula,
- pattern,
- compilation,
- program,
- device,
- method,
- technique,
- process,
- database,
- or system
Developed with a significant expenditure of public funds by the government entity, the responsible authority may charge a reasonable fee for the information in addition to the costs of making, certifying, and compiling the copies.

Any fee charged must be clearly demonstrated by the government entity to relate to the actual development costs of the information.

The responsible authority, upon the request of any person, shall provide sufficient documentation to explain and justify the fee being charged.

**Fees for Copies of Data in a Computer Storage Medium**

The responsible authority of Douglas County that maintains public government data in a computer storage medium shall provide to any person making a request under this section, a copy of any public data contained in that medium, in electronic form, if Douglas County can reasonably make the copy or have a copy made.

This does not require Douglas County to provide the data in an electronic format or program that is different from the format or program in which the data are maintained by Douglas County.

The entity may require the requesting person to pay the actual cost of providing the copy.
**DOUGLAS COUNTY**

**COPY COST CALCULATION FORM**

A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

**REQUEST DATE:**_______   **REQUESTOR NAME:**____________________________

**ADDRESS (if needed)______________________________**(street)                                                    **(state)                         **(zip)**

**DESCRIPTION OF INFORMATION REQUESTED:**

______________________________________________________________________________
__________________________________________________________________

- The following calculations represent the ACTUAL COST of providing copies.
- The following calculations represent the ESTIMATED COST of providing copies.

<table>
<thead>
<tr>
<th></th>
<th>ESTIMATED COST</th>
<th>ACTUAL COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Labor for copies or transmittal</td>
<td>_____ x ____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td># hours hrly rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Labor for retrieval of data</td>
<td>_____ x ____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td># hours hrly rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Photocopy Fees</td>
<td>_____ x ____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td># pages *rate/page</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Mailing</td>
<td>__________</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>D Publication printing cost</td>
<td>__________</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>E Other costs (to include computer time, programming time, terminal access, microfilming systems, and any other costs not listed above).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>__________</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>2.</td>
<td>__________</td>
<td>_____</td>
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</tr>
</tbody>
</table>

**TOTAL CHARGES** $______

**NOTE:** Payment may be requested in advance of preparation.

**NOTE:** Name and address are optional when requesting information classified as PUBLIC.

* On August 1, 2005, the method for calculating fees for providing certain kinds of copies of government data will change. Pursuant to Minnesota Session Laws 2005, Chapter 163, section 8, when 100 or fewer pages of black and white, letter or legal size paper copes are requested, a government entity cannot assess a copy fee that is based on the actual cost of making the copies. Instead, the entity may charge a per-page fee that is no more than 25 cents per one sided page or 50 cents per two-sided black and white copy.
VII. RIGHTS OF DATA SUBJECT

A. TENNESSEN WARNING:

Douglas County must issue a Tennessen warning to individuals before asking them to provide private or confidential data about themselves. This includes recording a complaint. To avoid repeating the warning each time additional information is requested, the initial Tennessen warning must include a reference to future data requests.

Rights of subject of data

1. The Tennessen Warning consists of the following information that must be communicated to the individual from whom private or confidential data concerning the individual is collected. (See Appendix B).

   a. The purpose and intended use of the data

   b. Whether the individual may refuse or is legally required to supply the requested data.

   c. Any known consequences arising from an individual supplying data

   d. Any known consequences arising from an individual refusing to supply data.

   e. The identity of other individuals, entities, or persons authorized by state or federal law to receive the data.

NOTE:

In accordance with the Federal Privacy Act of 1984, "any Federal, State, or local agency which requests an individual to disclose his/her social security account number shall inform that individual
whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited and what uses will be made of it."

2. A Tennessen Warning is NOT required when private and confidential data is collected from an individual who is not the subject of the data.

3. Tennessen Warnings may be either oral or written.
   a. **Oral:** This is not the preferred method of communication, however, it may be necessary under some circumstances. If an oral communication is necessary, the specific language must be in written form, signed, dated, and filed and contained in the department data practices procedures. If it is not possible to provide a written warning, please read from a written text to ensure that all essential items are covered.
   
   b. **Written:** Written Tennessen warnings require the signature of the data subject. (See Appendix B for sample Tennessen Warning) Make a copy for the individual to keep, and file the original.

**B. NOTIFICATION TO MINORS:**

Unless otherwise provided by law, the designees shall provide minors from whom private or confidential data is collected with a notification that the minor individual has the right to request that parental access to the private data concerning the minor be denied. The designee may require the minor data subject to submit a written request that the data be withheld. The written request from the minor shall set forth the reasons for denying parental access and shall be signed by the minor. Upon receipt of the written request, the responsible authority or the designee shall determine if honoring the request to deny parental access is in the best interest of the minor. The Rules, Minn. R. 1205.0500 contain the procedures for the release of data on minors (see Appendix B)

**C. INFORMED CONSENT:**

1. Private data on an individual may be disseminated upon written permission from the subject of the data. (See Appendix B for sample form.)
2. The Informed Consent statement must be:

a. In plain language.

b. Dated.

c. Specific in designating the particular persons or agencies the data subject is authorizing to disclose information about him/her.

d. Specific as to the nature of the information he is authorizing to be disclosed.

e. Specific in designating to whom the information is to be disclosed.

f. Specific as to the purpose for which the information may be used.

g. Specific as to the expiration date.

D. REQUESTS FOR DATA ON INDIVIDUALS BY THE DATA SUBJECT

1. Upon written request using an informed consent form or REQUEST FOR ACCESS TO/COPYIES OF GOVERNMENT DATA, and when access or copies are authorized (see proof of identification below) the designee shall provide copies of the private or public data on an individual to the subject of the data or to his/her authorized representative with the data subject's written approval (See attached Informed Consent form Appendix B). If the data subject is a minor see Minn. Rules 1205.0500.

2. The designee may require where an individual who seeks to gain access to private data asserts that he or she is the subject of the data or the authorized representatives of the data subject, that the individual making the assertion is in fact the subject of the data or the authorized representative of the data subject by requiring the person to provide reasonable identification. See standards for verifying identity on page 29.

2. The designee shall comply immediately, if possible, or within five (5) working days of the date of request if immediate compliance is not possible. If the request cannot be honored in that time period, the responsible authority shall inform the
requestor and may have an additional five days within which to comply with the request. (Minn. Statute 13.04).

**Copy Charges for Subject of Data:** Douglas County charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3. We use the Actual Cost of Making the Copies (Fee Calculation Method II) to determine fees.

Requestors must pay for the copies before Douglas County will give them to the requestor.

3. After we have provided a requestor access to data about the subject of the data, we do not have to show the requestor the data again for 6 months unless there is a dispute or we collect or create new data about the data subject.

**E. DISPUTES OVER ACCURACY OR COMPLETENESS OF DATA:**

To exercise this right, an individual shall notify in writing the Responsible Authority describing the nature of the disagreement. The responsible authority shall within 30 days either:

1. Correct the data found to be inaccurate or incomplete and attempt to notify past recipients of the data, including recipients named by the individual; or

2. Notify the individual that he believes the data to be correct.

Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

**F. APPEALING THE DECISION OF THE RESPONSIBLE AUTHORITY OR DESIGNEE:**

An individual who wishes to appeal a decision of the designee must submit a written appeal to the responsible authority for the records in question. The procedures for this appeal are contained in the Minnesota Rules Governing Data Practices; Minn. R. 1205.1600 and Minn. Statute 13.04.
Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
  - a state driver’s license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota tribal ID

- A minor individual must provide a valid photo ID, such as
  - a state driver’s license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota Tribal ID
  - a Minnesota school ID

- The parent or guardian of a minor must provide a valid photo ID and either
  - a certified copy of the minor’s birth certificate or
  - a certified copy of documents that establish the parent or guardian’s relationship to the child, such as
    - a court order relating to divorce, separation, custody, foster care
    - a foster care contract
    - an affidavit of parentage

- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.
VIII. DUTIES OF THE RESPONSIBLE AUTHORITY:

A. Appoint designees to assist in implementing and administering the Act.

B. Ensure that each department establishes procedures to deal with the dissemination of data.

C. Prepare a public document on data categories. The public document will contain the responsible authority's name, title, address, and description of each category of record, file, or process relating to private or confidential data. This document will be updated annually.

D. Limit collection of data to that which is necessary to the management and administration of programs authorized for use in state, local, or federal law.

E. Limit the collection, storage, use, and dissemination of private and confidential data to purposes communicated to the individual at the time the data was collected.

F. Prepare a public document setting forth the procedures in effect in the agency for providing data subjects with access to private or public data concerning themselves, and with other rights as afforded to individuals by Minnesota Statutes.

H. Insure that the rights of data subjects are protected under M.S. 13.04 and proper data warnings are provided.

I. Insure that requests for data are reviewed and responded to within authorized time frame.

J. Establish procedures to insure that all data on individuals is accurate, complete, and current.
DOUGLAS COUNTY

RESPONSIBLE AUTHORITY

Heather H. Schlangen
Douglas County Coordinator/Human Resource Director
Courthouse - 305 8th Ave W
Alexandria, MN  56308
Phone: (320) 762-3898

See also next page.

NOTE:

See Appendix B for listing of Responsible Authorities and Designees.

DATA PRACTICES COMPLIANCE OFFICIAL

FOR NON-ELECTED OFFICES - DOUGLAS COUNTY, MINNESOTA

Laurel Schlosser
Douglas County Human Resource Representative
Courthouse - 305 8th Ave W
Alexandria, MN  56308
Phone: (320) 762-3873
## Responsible Authorities and Designees

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>RESPONSIBLE AUTHORITY</th>
<th>DESIGNEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor</td>
<td>Heather H. Schlangen</td>
<td>Keith Albertsen, Assessor Department Head</td>
</tr>
<tr>
<td></td>
<td></td>
<td>305 8th Avenue West</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alexandria, MN 56308</td>
</tr>
<tr>
<td>Attorney</td>
<td>Chad Larson</td>
<td>Chad Larson, Assistant County Attorney</td>
</tr>
<tr>
<td></td>
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<td>305 8th Avenue West</td>
</tr>
<tr>
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<td></td>
<td>Alexandria, MN 56308</td>
</tr>
<tr>
<td>Auditor</td>
<td>Char Rosenow</td>
<td>Char Rosenow, A/T</td>
</tr>
<tr>
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<td>305 8th Avenue West</td>
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<tr>
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<td></td>
<td>Alexandria, MN 56308</td>
</tr>
<tr>
<td>Coordinator</td>
<td>Heather H. Schlangen</td>
<td>Laurel Schlosser, Assistant HR Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>305 8th Avenue West</td>
</tr>
<tr>
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<tr>
<td>Extension Service</td>
<td>Heather H. Schlangen</td>
<td>Char Rosenow</td>
</tr>
<tr>
<td>Court Services</td>
<td>Brian Rubenstein</td>
<td>Brian Rubenstein</td>
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<td>Alexandria, MN 56308</td>
</tr>
<tr>
<td>Information Systems</td>
<td>Heather H. Schlangen</td>
<td>Brent Birkeland, IS Department Head</td>
</tr>
<tr>
<td></td>
<td></td>
<td>305 8th Avenue West</td>
</tr>
<tr>
<td>Land &amp; Resource Mgmt</td>
<td>Heather H. Schlangen</td>
<td>David Rush, Director</td>
</tr>
<tr>
<td>Library</td>
<td>Heather H. Schlangen</td>
<td>Jacob Odland, Library Department Head</td>
</tr>
<tr>
<td>License Office</td>
<td>Heather H. Schlangen</td>
<td>Angie Steele, Interim License Department Head</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Heather H. Schlangen</td>
<td>Steve Ziemer, Facilities Maintenance Department Head</td>
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<td></td>
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<tr>
<td>Section</td>
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</tr>
<tr>
<td>Public Works</td>
<td>Heather H. Schlangen</td>
<td>Dave Robley, Public Works Department Head</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P.O. 398</td>
</tr>
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<td>Alexandria, MN 56308</td>
</tr>
<tr>
<td>Recorder</td>
<td>Dawn Crouse</td>
<td>Deputies: Dawn Crouse, Judy Ross, Marcie Johnson</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
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<td>Alexandria, MN 56308</td>
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<tr>
<td>Sheriff</td>
<td>Troy Wolberson</td>
<td>Brad Lake, Chief Deputy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>216 7th Avenue West</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alexandria, MN 56308</td>
</tr>
<tr>
<td>Social Services</td>
<td>Laurie Bonds</td>
<td>Laurie Bonds, Community Human Services Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>809 Elm Street, Suite 1186</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alexandria, MN 56308</td>
</tr>
<tr>
<td>Veterans Service Unit</td>
<td>Veterans Service Officer*</td>
<td>Veterans Service Officer</td>
</tr>
<tr>
<td></td>
<td>Joshua Brummond</td>
<td>809 Elm Street</td>
</tr>
<tr>
<td></td>
<td>Laurie Bonds</td>
<td>Alexandria, MN 56308</td>
</tr>
</tbody>
</table>

*Is the Responsible Authority with respect to all records in the officer’s custody (MN Statute 197.603).
DEFINITIONS:

**DATA SUBJECT:** The individual or person about whom the data is created or collected.

**DATA:** All recorded information a government entity has, which can be maintained in any form, including, but not limited to, paper records and files, microfilm, photographs, voicemail, email, electronic documents, video, DVDs, computer media, or other storage mediums.

**DESIGNEE:** Any person designated by a responsible authority to be in charge of individual files or systems containing government data and to receive and comply with requests for government data. (see Appendix B for list of Douglas County designees)

**INDIVIDUAL:** A natural person. In the case of a minor or an individual adjudged to be mentally incompetent, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian except that a responsible authority will withhold data upon request of a minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

**INFORMED CONSENT:** The consent that must be given by a data subject to allow disclosure of information about him/herself. The informed consent must demonstrate that the data subject possesses and exercises sufficient mental capacity to make decisions which reflect an appreciation of the consequences of allowing the entity to initiate a new purpose or use of the data in question. (see Section VI)

**PERSON:** Any individual, partnership, corporation, association, business trust, or legal representative of an organization.

**RESPONSIBLE AUTHORITY:** Each elected official of the County shall be the responsible authority of his respective department. An individual who is an employee of the County shall be appointed by the County Board to be the responsible authority for any data administered outside the departments of elected officials. (see Appendix A for list of Douglas County Responsible Authorities and Designees)

**DATA PRACTICES COMPLIANCE OFFICIAL:** By December 1, 2000, each government entity must appoint a data practices compliance official. The responsible authority may fill this role. The public may direct to this individual questions and concerns about data access or other data problems.
**DOUGLAS COUNTY**

**RULES:** "The Rules Governing the Enforcement of the Minnesota Government Data Practices Act". Minn. R., [Chapter 1205](#).

**TENNESSEN WARNING:** Those rights communicated to an individual asked to supply private or confidential data concerning him/herself.

*FOR ADDITIONAL DEFINITIONS CLICK ON HYPERLINK OR SEE [Minn. STATUTE 13.02](#)*
Appendix B

Helpful Internet Links

NOTE:
Click on hyperlinks below to view law MN State Law or Data Practices Information.

- Minnesota Statutes Chapter 13 Government Data Practices
- Chapter 1205 Department of Administration, Data Privacy Division
- MN Information Policy Analysis Division

Forms

- Posted Guidelines and Procedures
- Tennessen Warning
- Informed Consent
- Minor Privacy Rights
- Copy Cost Calculation
- Fee Schedules
- Forms used to collect private information in Douglas County Departments
Guidelines and Procedures for the Minnesota Government
Data Practices Act

AGENCY: Douglas County Sheriff Department
RESPONSIBLE AUTHORITY: Troy Wolbersen, Sheriff
DESIGNEE: Jackie Notch, Greg Windhurst, Brad Lake, Lee Johnson, Tim Nohre, Lynn Thoennes, Nicki Torgimson
DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.

2. If you are denied access to requested data, you will be informed in writing of the reason for denial.

3. All requests for data must be in writing using an "REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA" form (available through this office).

RIGHTS OF DATA SUBJECTS:

1. To be informed if you are the subject of data and of its classification.

2. To view data on you that is PUBLIC or PRIVATE at reasonable times and places at no cost. Staff must comply within five days or request an additional 5 days if difficult to compile.

3. To be informed of the content and meaning of data on you.

4. To contest completeness or accuracy of data on you. You must notify the Responsible Authority with your concerns in writing.

5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.

6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information. Updated: 7/19/2013 HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Information Technology Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Brent Birkeland, IS Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 12/18/2012 HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Auditor/Treasurer Department

RESPONSIBLE AUTHORITY: Char Rosenow, A/T Department Head

DESIGNEE: Don Kuismi and Vicki Doehling

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 4/24/2015 HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Assessor Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Keith Albertsen, Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

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3. To be informed of the content and meaning of data on you.

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5. PRIVATE data on you may not be provided to others unless you sign an informed consent form available through this office.

6. Minors have the right to request that PRIVATE and CONFIDENTIAL data on the minor be denied the parents. The Responsible Authority shall determine parental access requests.

FEE SCHEDULE: See Designee listed above for current fee information

Updated: 7/19/2013  HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Recorder Department

RESPONSIBLE AUTHORITY: Dawn Crouse, County Recorder

DESIGNEE: Marcie Johnson

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

POLICY: All data in the Douglas County unit of government is PUBLIC unless classified otherwise. It is available to the public during normal business hours upon request.

- Data classified as PRIVATE or NONPUBLIC is accessible to the subject of the data only!
- Data classified as CONFIDENTIAL or PROTECTED NONPUBLIC is non-accessible

ACCESS TO GOVERNMENT DATA:

1. Upon request, a person shall be permitted to inspect and copy government data. Pursuant to Section 13.03 of the Minnesota statute subd. 3, you may be required to pay the actual costs of making, certifying and compiling the copies.

2. If you are denied access to requested data, you will be informed in writing of the reason for denial.

3. All requests for data must be in writing using an “REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA” form (available through this office).

RIGHTS OF DATA SUBJECTS:

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 08/08/2017 HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act (MGDPA)

DEPARTMENT: Attorney Department
RESPONSIBLE AUTHORITY: Chad Larson, County Attorney
DESIGNEE: Dan Lee, Assistant County Attorney
DATA PRACTICES COMPLIANCE OFFICAL: Laurel Schlosser, Assistant Human Resource Director

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NOTICE: The County Attorney’s Office has limited obligations under the MGDPA. Excepted from the MGDPA is the use, collection, storage, and dissemination of data by an attorney acting in a professional capacity for Douglas County or other governmental entity.

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 7/19/2013 HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: County Coordinator/Human Resources Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Laurel Schlosser and Darlene Highet

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 7/19/2013 HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Court Services Department

RESPONSIBLE AUTHORITY: Brian Rubenstein

DESIGNEE: Brian Rubenstein

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 7/19/2013  HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Extension Department

RESPONSIBLE AUTHORITY: Char Rosenow, Auditor/Treasurer

DESIGNEE: Ben Anderson

DATA PRACTICES COMPLIANCE OFFICAL: Laurel Schlosser, Assistant Human Resource Director

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 7/19/2013  HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Library Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Jacob Odland, Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 7/19/2013 HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: License Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Angie Steele, Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 7/19/2013  HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Land & Resource Management Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: David Rush, Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 7/19/2013  HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Maintenance Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Steve Ziemer, Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 7/19/2013 HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Public Works Department

RESPONSIBLE AUTHORITY: Heather H. Schlangen, County Coordinator

DESIGNEE: Dave Robley, Department Head

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

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DOUGLAS COUNTY FEE SCHEDULE:

- Photo Copies (for requested copies not necessary for conducting business)………..1 Sided $.25………..2 Sided $.50/page
- Scanned Traffic Count Maps ........................................................................................................ $1.00/page
- Prepare Requested Documents ...........(Example: a Report)..............Employee time @ employee rate plus benefits
- Fax..........................................................................................................................................................Local - $5.00
- Notary Public ...........................................................................................................................................$2.00
- Picnic Tables(4)...............................................................................................................................$50.00
- Picnic Tables(7)...............................................................................................................................$80.00
- Camping Fees ......................................................................................................................................$15.00
- Maps .....................................................................................................................................................$1.00
- 911 Sign Fee .......................................................................................................................................$25.00
- Driveway Fee ......................................................................................................................................$200.00
- Specific Service Signing Each.............................................................................................................$350.00
- Gradations.............................................................................................................................................$75.00
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Community Human Services Department
Includes: Social Services unit, Senior Services unit

RESPONSIBLE AUTHORITY: Laurie Bonds, Community Human Service Director

DESIGNEE: Laurel Schlosser, Assistant Human Resource Director

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 7/19/2013 HHS
Guidelines and Procedures for the Minnesota Government Data Practices Act

DEPARTMENT: Veterans Service

RESPONSIBLE AUTHORITY: Josh Brummond, Veterans Service Officer (MN Statute 197.603)

DESIGNEE: Laurie Bonds

DATA PRACTICES COMPLIANCE OFFICIAL: Laurel Schlosser, Assistant Human Resource Director

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FEE SCHEDULE: See Designee listed above for current fee information

Updated: 8/8/2017 HHS
CORDINATOR/HUMAN RESOURCES DEPARTMENT TENNESSEN
WARNING FOR EMPLOYMENT APPLICATIONS

In accordance with the Minnesota Government Data Practices Act, Douglas County is required to inform you of your rights as they pertain to the private information requested from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87 on Government Data Practices require that you be informed that the following information which you are asked to provide on the application for employment is considered private data:

1. Name
2. Home address
3. Home phone number
4. Social Security number
5. Date of birth
6. Conviction record
7. Sex
8. Age group
9. Disability type

We ask this information for the following reasons:

• to distinguish you from all the other applicants and identify you in our personnel files
• to enable us to verify that you are the individual who makes the application
• to enable us to contact you when additional information is required, send you notices, and/or schedule you for interviews
• to determine if you meet the minimum age requirements (if any)
• to conduct proper investigations if you are applying for a position
• to determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you applied for
• to enable us to ensure your rights to equal opportunities
• to meet federal and state reporting requirements
• to make processing more efficient

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in Douglas County and the policies, rules, and regulations promulgated pursuant thereto.

THE FOLLOWING INFORMATION IS VOLUNTARY:

1. Social Security number
2. Date of birth (unless a minimum age is required)
3. Sex
4. Age group
5. Disability data

REFUSAL TO SUPPLY OTHER REQUESTED DATA WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED

Private data is available only to you and to other persons in the County Offices who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING PRIVATE DATA PROVIDED TO ME BY THIS AGENCY.

X_______________________________________________

(Signature of Applicant)
As an employee of Douglas County you are entitled to know your rights as a subject of data. The Data Privacy Act establishes procedures for the dissemination of data. It does the following:

1. Defines types of data
2. Creates and defines an office of a responsible authority
3. Regulates access to data
4. Regulates rights of individuals
5. Defines classification of data

According to the Act all information is public unless specified. The personnel data we collect from you is used to record your employment history with the County, and in the administration of health insurance, pension plans, fringe benefits, worker's compensation, unemployment compensation, and employee assistance programs. Your Social Security Number is required in the administration of taxes.

The Douglas County Personnel Office will function under the following policies:

1. When in question information will be withheld. It is better to give out too little rather than too much. Refusal to give out can result in a Court Order to release but that is minor compared to a law suit for giving out wrong information.

2. No information will be given out over the phone other than verification of employment.

3. Any personal data for which we have no use will be destroyed.

4. Private information may be shared within the County as we are one unit. This will be done by decision of the Personnel Director.

5. When in question we may ask for a reasonable delay of time to get back to the seeker of information.

The information we collect about you is classified as:

1. Public which means that the information is available to anyone who asks to see it;

2. Private which means that the information is available only to the person the information is about, and to the staff who must use it in the normal course of conducting County business, and as otherwise provided for by law; and

3. Confidential which means that information is not accessible to the data subject (e.g. certain human rights investigations and medical information detrimental to the patient or others).

As an employee of Douglas County, the following information about you will be public:

1. Name
2. Actual gross salary
3. Salary range
4. Actual gross pension
5. The value and nature of employer-paid fringe benefits
6. The basis for and the amount of remuneration, including expense reimbursement, and addition to salary (e.g. travel advance, tuition reimbursement, and parking)
7. Dates of your first and last employment in your current job with the County
8. The existence and status, of any complaints or charges against you, whether or not the complaint or charge results in a disciplinary action
9. The final deposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling administrative or judicial proceedings
10. Work location
11. Work telephone number
12. Your job title
13. Your job description
14. Education and training background which qualifies you for the position you have been hired
15. Previous work experience which qualified you for the position you have been hired
16. Badge number, if applicable
17. Honors and awards received because of County employment
18. Payroll time cards or other comparable data that record time worked for payroll purposes but not the reasons for the use of sick or other medical leave or other non-public data
NOTICE OF INTENT TO COLLECT PRIVATE DATA FROM EMPLOYEES
(Tennessee Warning and Federal Privacy Act of 1974)

Information not listed above as public, which is maintained as part of your personnel record, is private, and will not be shared with anyone but those members of our staff, appointing authorities, legal counsel, and those whose work assignment reasonably requires access and, as authorized by law. No private information of yours will be shared with any person or agency not described below without your informed written consent. All employees are asked to provide the private data listed below initially when employed and until termination of employment. Under the law, personnel data may be shared with labor organizations to the extent that they need it to conduct elections, notify you of fair share fee assessments, and implement various provisions of Minnesota Statutes, Chapter 170. Personnel data may be shared with these organizations and with the Bureau of Mediation Services to the extent that the Director of Mediation Services orders or authorizes such sharing. Additionally, personnel and payroll data may be shared with: U.S. Internal Revenue Service and Social Security Administration, County insurance contractors and PERA/MERF and Minnesota Department of Revenue, Economic Security and Department of Labor & Industry. Others who have legal access to the data: Legislative Auditor, Attorney General, entities specifically designated below, enforcement agencies with statutory authority, and any other person or entity authorized by law or court order.

Home Address and Telephone Number: Needed to contact you for work-related matters and to send you important documents. Home address is also required for completion of the Federal Employment Eligibility Verification form (I-9); Workers Compensation paperwork and correspondence, and the State is legally obligated to provide home address to the Social Security Administration, Internal Revenue Service, applicable State Dept. of Revenue, applicable State retirement system, and Dept. of Human Services. Additionally, if your position is eligible for insurance coverage or represented by a labor organization, applicable insurance carriers and the labor organization representing you have a legal right to this information. You are not legally required to provide these data. However, if you do not provide a home address, you may not receive important documents, the County cannot fulfill its legal obligations and your eligibility for employment or worker compensation benefits may be affected. If you do not provide a home telephone number, your agency may not be able to contact you when necessary.

Social Security Number (SSN): Needed for reporting earnings and taking deductions, as required by law. It is also required for completion of the Federal Employment Eligibility Verification form (I-9) and for Workers Compensation paperwork. You are legally required to provide your SSN so that we may employ you. Per Federal Internal Revenue Laws, the County is legally obligated to provide your SSN to the Social Security Administration, Internal Revenue Service, and applicable state Dept. of Revenue. The following State agencies also have a legal right to employee SSN’s: applicable State retirement system (Mn. Statutes, Chapters 352-356), Dept. of Human Services (Mn. Statutes, section 256.998), and Dept. of Economic Security (Mn. Statutes, section 268.044). Also, if your position is eligible for insurance coverage, applicable insurance carriers may have access to this information and your dependents social security numbers, in accordance with Mn. Statutes, sections 43A.23, 62J.54, and 13.05 and Medicare, Medicaid and SCHIP Extension Act of 2007.

Birth Date: Needed to ascertain your retirement status, to determine your cost for certain optional insurance coverage, to determine actuarial rates, and for injury paperwork and statistics. It is also required for completion of the Federal Employment Eligibility Verification form (I-9). You are not legally required to provide your birth date; however, your eligibility for employment may be affected if you do not provide it. Additionally, it would not be possible to determine your eligibility for retirement, severance pay, and certain optional insurance coverage. The Minnesota Dept. of Human Services, applicable insurance carriers, and applicable State retirement system have a legal right to this information.

Ethnic Group, Disability Status, Gender: Needed to determine if the County has a diverse workforce, that is representative of all Minnesotans. Also required for any Workers Compensation paperwork. You are not legally required to provide these data. However, without this information, the County may not be able to effectively carry out state and federal equal opportunity and affirmative action mandates and workers compensation. Disability information may be needed to make an accommodation for you. Applicable insurance carriers and State retirement system have a legal right to obtain your gender.
Marital Status: Needed to determine eligibility for insurance and death benefit payments and for Workers Compensation paperwork. You are not legally required to provide your marital status. However, without this information, certain insurance eligibility determinations and death benefit payments may not be possible. Applicable insurance carriers and State retirement system, and Department of Labor have a legal right to this information.

You, Your Spouse, Dependents Information (Benefit Eligible Only):
Douglas County administers Employee Group Insurance Program (EGIP). This notice explains why we may request information (data) about you, your spouse, and dependents, how we will use it, who will see it, and your obligation to provide that information.

What information will we use?
We will use the information you provide us at this time, as well as information previously provided us, about yourself, your spouse, or dependent(s). If you provide any information about that is not necessary, we will not use it for any purpose.

The information systems used to administer employee benefits, contains required information fields that may not be necessary for us to process your request. We only need your dependent’s date of death to process a death benefit claim or to discontinue the dependent’s coverage due to his or her death. Student status and disability status are needed only to determine eligibility for insurance continuation for your dependent. We need the social security numbers and birth dates of your spouse and dependent to offer insurance continuation, process a death benefit, to ensure we are matching them to the correct insurance benefit transaction and to comply with federal Medicare coordination laws.

Why we ask you for this information?
We ask for this information so that we can successfully administer EGIP. This information is used to process your request to add or change coverage for yourself, your spouse, or dependents. The requested information helps us to determine eligibility, to identify you and your spouse, and dependents, and to contact you or your spouse, and dependents. The information is also used to develop new programs, ensure current programs effectively and efficiently meet member needs, and to comply with federal and state law and rules. We may ask for information about you, your spouse or dependents that we have already collected, including all or part of your social security number, in order to ensure we are matching you to the correct insurance benefit transaction.

Do you have to answer the questions we ask?
You may not be legally required to provide any of the information requested.

What will happen if you do not answer the questions we ask?
If you do not answer these questions, the insurance benefit transaction you requested for you or your spouse, dependent or other insurance benefit transaction may be delayed or denied.

Who else may see this information about you and your spouse and dependents?
We may give data about you and your spouse, and dependents to the insurance carrier you have chosen, EGIP’s other representatives, vendors and actuary; another entity in which we are coordinating benefits; the Legislative Auditor; the Department of Health; the Department of Commerce; and any law enforcement agency or other agency with the legal authority to the information; and anyone authorized by a court order. In addition, the parents of a minor may see information on the minor unless there is a law, court order, or other legally binding instrument that blocks the parent from that information.

How else may this information be used?
We can use or release this information only as stated in this notice unless you give us your written permission to release the information for another purpose or to release it to another individual or entity. The information may also be used for another purpose if Congress or the Minnesota Legislature passes a law allowing or requiring us to release the information or to use it for another purpose.

We ask for this data so that we can successfully administer EGIP. We use this data, and other data we have already collected, to process your request to add or change coverage for yourself, your dependents. The data helps us to determine eligibility, identify you and your spouse and dependents, and contact you or your spouse and dependents. Data is also used to develop new programs and ensure current programs effectively and efficiently meet member needs and to comply with federal and state law and rules.
We may give data about you and your spouse, and dependents to the insurance carrier you have chosen, EGIP’s other representatives, vendors and actuary; the Legislative Auditor; the Department of Health; the Department of Commerce; any law enforcement agency or other agency with the legal authority to the information; and anyone authorized by a court order. In addition, the parents of a minor may see information on the minor unless there is a law, court order, or other legally binding instrument that blocks the parent from that information.

You may not be legally required to provide us any of this information and you may refuse to provide the information. However, if you do not provide us the requested information, the insurance transaction you requested for you or your dependent or other insurance benefit transaction may be delayed or denied.

We can use or release this information only as stated in this notice unless you give us your written permission to release the information for another purpose or to release it to another individual or entity. The information may also be used for another purpose if Congress or the Minnesota Legislature passes a law allowing or requiring us to release the information or to use it for another purpose.

**Emergency Contact Information:** Needed so that someone may be contacted if an emergency occurs and you need assistance. You are not legally required to provide this information. However, if you do not provide it, we will not be able to contact anyone if an emergency occurs.

**Photo or other Biometric:** Your photo/image and/or biometric (i.e. fingerprint, retina scan) will be collected by Douglas County to issue you an identification badge and used for similar purposes of identifying you as an employee of Douglas County both on and off campus and for access to the timeclock system. The purpose of the collecting and using your photo/image is to help ensure the safety and security of government buildings, the people who work in them, access to your own data, access to the data you need to use to perform your job duties, access to the parts of county facilities in which you need to perform your job duties, access to government computer systems, and similar purposes of identifying you as an employee of Douglas County. The photo/image may also be used in county publications, including staff directories and organizational charts, displays for various committees, awards, customer service, and other recognition and any reason allowed by MN Data Practices Act. Douglas employees and vendors/independent contractors with work assignments related to operating and working on select computer systems where these images/recordings are retained or used may have access to the data for purposes of set up and repair of the systems and for other work assignments related to the use of the image on behalf of Douglas County. You are not legally required to provide this information, but it is a county rule (condition of employment) that each employee must wear an identification badge with picture and first and last name for security. If you do not allow your photo/image or other biometric to be collected, we may deny you an identification badge or access to the timeclock system. Without an identification badge, you will not have access to certain County facilities or systems. Not providing the photo/image or biometric may prevent you from being able to work and affect your eligibility for employment.

**Driver's License and Declarations Page of Employee Motor Vehicle Insurance:** This information is needed to verify that you can legally drive, if that is part of your job, and if you are using your personal vehicle for business use that you have the state required insurance. This information is not legally required, but if you do not provide it, you may not be allowed to drive a motored vehicle. This may influence your continued employment.

**Injury/Medical Data:** The data Douglas County collects from you, for the First Report of Injury, or during the course of investigating or managing your claim, is private data and will be collected for the purpose of assisting the Douglas County in making an initial determination of whether your injury is work related; in determining any initial and continued eligibility to receive benefits; and in computing the amount of payment you may be entitled to receive, should it be determined that your injury is work related. This information may also be used for work accommodations, adherence to restrictions, and statistics for the safety program. The data is also collected for reporting to the Department of Labor & Industry any injury which wholly or partly incapacitates an employee from performing labor or services for more than three calendar days. This report is required by law. You are not legally required to provide this information to us. If you do not provide certain data to us, however, we may be unable to complete the investigation of your claim for benefits and determine eligibility for benefits. Your refusal to provide information may cause your claim to be denied, or if you are eligible for benefits, your payment may be delayed. If you provide data to us, it will assist us to in making an appropriate determination of liability and benefit eligibility. The information you provide will be available to: those within your agency or Douglas County whose jobs reasonably require access, such as human resources employees, safety committee, your supervisor and department head; the Department of Revenue for use in enforcing Minnesota income tax and property tax refund law; the Department of Labor and Industry for completion of legally required reports; and the Departments of Labor and Industry, Jobs and Training and
Revenue who are authorized to share information regarding the employment status of individuals including payroll, withholding and income tax information, your medical provider(s); the managed care vendor, and other vendors providing services for Douglas County; the Minnesota Counties Insurance Trust and Workers' Compensation Reinsurance Association; The Office of Administrative Hearings, Legislative Auditor, Attorney General’s Office, Social Security Administration, applicable state retirement system, enforcement agencies with statutory authority to obtain the data, and any other person or entity authorized by law or court order.

**Safety & Wellness:** Medical evaluations for respirators, fit testing for respirators, Hepatitis vaccination status, and Mantoux records, and hearing testing (or private personnel data may be released to make medical appointments, etc.) may also be required, collected, and accessed per OSHA regulations depending on job duties. Employees are not required to disclose this information, but your eligibility for employment may be affected. Wellness type programs such as smoking cessation may be offered. Employees are not required to participate or disclose wellness information, but may not be able to participate in the program if they do not. This information may be used by Douglas County employees or contractors whose job reasonably requires access. Horizon Public Health nurse/supervisor or contract jail nurse will give or review mantoux, vaccinations, and medical evaluations for fit testing.

**FMLA:** Data may be requested for determining whether you qualify for the benefits under the Family Medical Leave Act ("FMLA"). Understand that the data you provide will be accessed by authorized personnel and whose responsibilities include determining eligibility under the FMLA and coordination of leave and other benefits, such as worker’s compensation. Understand that you may refuse to provide the requested information. However, understand that if you refuse to provide the information, your employer may refuse to provide the requested leave under the FMLA.

**County Newsletter:** Personnel information may be requested from employees for publication in the county newsletter, (which is a public document) at various times (example: new employees, retirements, awards, thank yous, mystery employee articles, and other recognition). Employees may refuse to provide the information. An employee has the right to review his/her own file at least every six months by submitting a written request to do so.

If you have any questions regarding your rights as a subject of data please contact: Heather Schlangen or Laurel Schlosser, County Coordinator/Human Resources Department, Douglas County, Douglas County Courthouse, Alexandria, MN  56308.

IN ACCORDANCE WITH MINNESOTA STATUTES, CHAPTER 13 AND THE FEDERAL PRIVACY ACT OF 1974, BY SIGNING BELOW, I HAVE BEEN INFORMED AND UNDERSTAND MY RIGHTS AS A SUBJECT OF DATA PRIOR TO BEING INTERVIEWED. I HAVE READ THE NOTICE REGARDING INFORMATION AND PRIVACY AS SET FORTH ABOVE. A copy will be provided to you upon request.

___________________________________________    _________________________
Employee Signature                                                                                                 Date

Updated 03/22/2017
INFORMED CONSENT- CONSENT FOR THE RELEASE OF INFORMATION

I, ____________________________________________
(name of individual authorizing release)

authorize _______________________________________
(name of individual, entity, or person holding information)

to disclose to _______________________________________
(name of individual, entity, or person to receive the information)

the following information

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(description of information)

for the purpose of

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I understand that my records are protected under state and/or federal privacy laws and cannot be disclosed without my written consent unless otherwise provided for by state or federal law. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it and that in any event this consent expires automatically as described below.

Specification of the date, event, or condition upon which this consent expires.

Executed this __________ day of ___________, 20 ___.

________________________
(signature of individual authorizing release)

________________________
(signature of witness)

________________________
(signature of parent, guardian, or authorized representative, when required)
NOTE TO DEPARTMENTS USING THIS FORM: The consequences of giving informed consent must be communicated to the individual prior to affixing his signature.

Dear ____________________________ (employee or former employee),

____________________________ has requested a copy of your personnel file. Douglas County needs to have you sign the enclosed Informed Consent Form to release your personnel file to the above listed entity and/or person. Please read and sign the enclosed form and return to Douglas County in the enclosed envelope.

If you have questions, please feel free to call Heather Schlangen at (320)-762-3858.

Sincerely,

Heather Schlangen
Human Resource Representative
Douglas County
AUTHORIZATION FOR THE RELEASE
OF PRIVATE PERSONNEL DATA UNDER
THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

To Whom It May Concern:

I, __________________________________________, hereby authorize Douglas County to release the personnel records described below about me to:

________________________________________
________________________________________

The specific records covered by this release are:

Personnel file on __________________________________________

The persons to whom the information may be released, and their representatives, may use this information for the following purposes:

________________________________________
________________________________________
________________________________________

I understand that the personnel data listed above includes data which is classified as private personnel data on me under Minnesota Statutes § 13.43. I understand that by signing this Informed Consent Form, I am authorizing Douglas County to release to the person(s) named above and their representatives data which would otherwise be private and accessible only to me and to the department. I understand that without my informed consent, Douglas County could not release that data in my personnel files and records which is classified as private under Minn. Stat. § 13.43.

I understand that when my personnel files and records are released to the person(s) named above and their representatives, Douglas County has no control over the use the person(s) named above or their representatives make of the data. This consent expires upon completion of the above stated purpose or after one year, whichever comes first. However, if the above stated purpose is not fulfilled after one year, I may renew this consent.

I agree to indemnify and hold harmless Douglas County to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney’s fees arising out of or by reason of complying with this request.

I am giving this consent freely and voluntarily and I understand the consequences of my giving this consent.

Dated: _______________________

Signed: ________________________
MINOR PRIVACY RIGHTS FORM

Pursuant to the Minnesota Statues, section 13.02 subdivision 8, minors have the right to request that private information collected by this agency not be accessible to their parents or guardian(s).

I request that private information collected not be shared with my parents or guardian(s).

NAMES:____________________________________________________
____________________________________________________
____________________________________________________

REASONS:______________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
____________________________________________________

X  (Signature of requesting minor)                  (Date)

Upon receipt of this request, the Responsible Authority shall determine if honoring the request to deny parental access would be in the best interests of the minor following the procedures established in Minnesota Rules 1205.0500.

PARENTAL ACCESS AND SIGNATURE RIGHTS:

Both parents have access to minor's records on file with this agency, and signature authority for their minor children. This is true even with divorce or separation, unless:

1. The agency is provided with a court document that states that a parent does not have access rights or that parental rights have been terminated, or;

2. The minor has requested that private information be withheld and the agency agrees this is in the best interests of the minor.
### FEE SCHEDULES

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<td>Request/Order of Disclosure</td>
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<td>Request/Order Show Cause</td>
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<td>Gross Misd/Felony</td>
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SURVEY & GIS MAP FEES

PLAT CHECKING FEES
Final Checking fee for Plats, CIC, and RLS $150/plat + $15/lot-unit

RECORDED PLAT COPIES
Recorded Plat $3.00
Recorded Plat reduced 11 x 17 $1.00

DOUGLAS COUNTY HIGHWAY MAP $1.00

½ SECTION MAPS
Half Section Map $3.00
Half Section Map w/Color Air Photo $10.00
Half Section Map w/Air Photo (Black & White) $5.00
Half Section Map reduced 11 x 17 $1.00
Half Section w/Color Air Photo reduced 11 x 17 $3.00

CUSTOM/SPECIAL COLORED MAPS $2.00/sq. ft.

GENERAL COPIES
Copies of general file information $.25/page
Copies of large format prints $2.00/page
Copies of older ½ section air photos – black & white $3.00
Print from GeoMoose Parcel Query - 8 ½ x 11 Color $1.00
Color Print of Oblique Photo – 8 ½ x 11 $3.00
Color Print of Oblique Photo – 11 x 17 $6.00

DIGITAL DATA
AutoCAD or Shape files of Parcels, Planimetric, etc. $250/MB *
Preparation fee, includes Data Base files (minimum ¼ hour) $84/hr

PICTOMETRY DIGITAL FILES – 2007 or 2009 FLIGHT
Compressed ECW files
Ortho – High Level (Average 20mb file per township) $100.00 per township *
Individual Tiffs
Ortho - High Level $10.00 per TIFF *
Ortho - Low Level $20.00 per TIFF *

**RURAL ADDRESSING ATLAS**

$15.00 per book

**GIS ANALYSIS OR PROCESSING**

$84.00/hr.

Sales tax is included in product prices

* Preparation fee applies

PH/wd/2013 PW Survey GIS Fees

REVISED 7/1/2009
## Auditor/Treasurer Fee Schedule

Effective 1/1/2004

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo copies of public data – One sided - black &amp; white - if equal to or less than 100 pages (for requested copies not necessary for conducting business)</td>
<td>$0.25/Page</td>
</tr>
<tr>
<td>Photo copies of public data – Two sided - black &amp; white - if equal to or less than 100 pages (for requested copies not necessary for conducting business)</td>
<td>$.50/Page</td>
</tr>
<tr>
<td>*Hourly rate to prepare requested documents</td>
<td>Employee time at regular rate of pay plus benefits</td>
</tr>
</tbody>
</table>

### Alcohol Licenses

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Sale Beer (Daily)</td>
<td>$35.00</td>
</tr>
<tr>
<td>On Sale Beer (Annual license)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Off Sale Beer (Annual License)</td>
<td>$15.00</td>
</tr>
<tr>
<td>On Sale Liquor (Daily)</td>
<td>$50.00</td>
</tr>
<tr>
<td>On Sale Liquor (Annual license w/out Sunday)</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>On Sale Liquor (Sunday)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Off Sale Liquor (Annual)</td>
<td>$500.00</td>
</tr>
<tr>
<td>On Sale Wine (Annual License)</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

### Other

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auctioneer</td>
<td>$20.00/yr</td>
</tr>
<tr>
<td>Bond Reports</td>
<td>$350.00</td>
</tr>
<tr>
<td>Confession of Judgment</td>
<td>$200.00</td>
</tr>
<tr>
<td>Duplicate Tax Statement</td>
<td>$1.00</td>
</tr>
<tr>
<td>Notary Public</td>
<td>$2.00</td>
</tr>
<tr>
<td>NSF Checks</td>
<td>$30.00</td>
</tr>
<tr>
<td>Precious Metals License</td>
<td>$50.00</td>
</tr>
<tr>
<td>Publication Fee</td>
<td>$70.00/parcel</td>
</tr>
<tr>
<td>Special Assessment Fee (non Solid Waste)</td>
<td>$3.00</td>
</tr>
<tr>
<td>Special Assessment Fee (Solid Waste)</td>
<td>$1.00</td>
</tr>
<tr>
<td>Tax Forfeiture</td>
<td>$250.00</td>
</tr>
<tr>
<td>Tax Forfeiture Repurchase</td>
<td>$275.00</td>
</tr>
<tr>
<td>Tax Search</td>
<td>$7.00</td>
</tr>
<tr>
<td>TIF Search</td>
<td>$500.00</td>
</tr>
<tr>
<td>TIF Maintenance</td>
<td>$75.00</td>
</tr>
<tr>
<td>Transient Merchant License</td>
<td>$150.00</td>
</tr>
<tr>
<td>Truth in Taxation Notices (taxing entity billing)</td>
<td>$0.25/parcel</td>
</tr>
<tr>
<td>Camping Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Picnic Table Fee</td>
<td>As follows</td>
</tr>
<tr>
<td>Service</td>
<td>Fee</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>½ Load</td>
<td>$50.00</td>
</tr>
<tr>
<td>Full Load</td>
<td>$80.00</td>
</tr>
<tr>
<td>Maps</td>
<td>$1.00 per map</td>
</tr>
<tr>
<td>Driveway Permit Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Public Works Meeting Room Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Charitable Gambling Application Fee</td>
<td>$20.0</td>
</tr>
</tbody>
</table>
# Law Enforcement Fee Schedule

1/2010

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Process Fee</td>
<td>$40.00 + Mileage</td>
</tr>
<tr>
<td>Not Found Services</td>
<td>$40.00</td>
</tr>
<tr>
<td>Sales Notices</td>
<td>$40.00</td>
</tr>
<tr>
<td>Writ of Execution</td>
<td>$40.00 + Commission &amp; Mileage</td>
</tr>
<tr>
<td>Dynamite Permit</td>
<td>$20.00</td>
</tr>
<tr>
<td>Fireworks Permit</td>
<td>$20.00</td>
</tr>
<tr>
<td>Hand Gun Carry Permits</td>
<td>$100.00</td>
</tr>
<tr>
<td>Permit to Carry Renewal</td>
<td>$75.00</td>
</tr>
<tr>
<td>Permit replacement</td>
<td>$10.00</td>
</tr>
<tr>
<td>Fish Tournaments</td>
<td>$10.00</td>
</tr>
<tr>
<td>Dispatch Records Check</td>
<td>$3.00</td>
</tr>
<tr>
<td>Booking Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Finger Prints – Private</td>
<td>$10.00</td>
</tr>
<tr>
<td>Notary Public</td>
<td>$2.00</td>
</tr>
<tr>
<td>Record Check</td>
<td>$3.00 per name</td>
</tr>
</tbody>
</table>

Copies – Black/white: $0.25 per page
Color: $2.00 per page

Copies that require redacting of private information will be charged out by time and material. Time is calculated at $17.00 per hour.

Data Practices Request: Employee time at regular rate of pay plus benefits

For copies mailed out there is a minimum $2.00 charge.

Copy of video or audio tape: $20.00
CD Audio/Photo/DVD: $15.00
9-1-1 Recording: $20.00

Mileage is calculated at .55 cents per mile
# Fee Schedule for Information Systems

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo copies of public data – One sided – black &amp; white - if equal to or less than 100 pages (for requested copies not necessary for conducting business)</td>
<td>$0.25/Page</td>
</tr>
<tr>
<td>Photo copies of public data – Two sided – black &amp; white - if equal to or less than 100 pages (for requested copies not necessary for conducting business)</td>
<td>$.50/Page</td>
</tr>
<tr>
<td>County Reports (Digital and/or hard copy)</td>
<td>$21 preparation fee (per request)</td>
</tr>
<tr>
<td></td>
<td>Billed in increments of 15 minutes at a rate of $21 per 15 minutes</td>
</tr>
<tr>
<td>Custom Reports (Digital and/or hard copy)</td>
<td>$84 per hour or any portion thereof</td>
</tr>
<tr>
<td>Media</td>
<td>Billed at cost</td>
</tr>
<tr>
<td>E-mall</td>
<td>$5.00 per 7 pages</td>
</tr>
<tr>
<td>Fax</td>
<td>$5.00 per 7 pages</td>
</tr>
</tbody>
</table>
## Fee Schedule of the Recorder

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>InsertDoc #</td>
<td>$2.00</td>
</tr>
<tr>
<td>Photo copies of public data – One sided – black &amp; white – if equal to or less than 100 pages</td>
<td>$0.25/Page</td>
</tr>
<tr>
<td>Photo copies of public data – Two sided – black &amp; white – if equal to or less than 100 pages (for requested copies not necessary for conducting business)</td>
<td>$.50/Page</td>
</tr>
<tr>
<td>Check Processing</td>
<td>$2.00</td>
</tr>
<tr>
<td>Search Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Service Description</td>
<td>Fee</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Copy of Field Card* - each side</td>
<td>$.25</td>
</tr>
<tr>
<td>CAMA Sheet* - each side</td>
<td>$.25 Include multiple records</td>
</tr>
<tr>
<td>Print Screen*</td>
<td>$.25</td>
</tr>
<tr>
<td>Maps*</td>
<td>$.50 per copy ($1.00 for 11x7) – Refer to surveyor if possible</td>
</tr>
<tr>
<td>FAX</td>
<td>$5.00 (Local) $7.00 (long distance)</td>
</tr>
<tr>
<td>Tax Estimates</td>
<td>No Charge</td>
</tr>
<tr>
<td>Tax Splits</td>
<td>No charge if at least 2 day notice. $20.00 “Rush” fee for less than 2 day notice</td>
</tr>
<tr>
<td>Phone Requests</td>
<td>For Owner – Review field card with them if requested. All others – Review what is on screen only Specific info must be accessed on their own.</td>
</tr>
<tr>
<td>Sales Ratio Printouts</td>
<td>$20.00 per report</td>
</tr>
<tr>
<td>All Other Printouts or Lists</td>
<td>Refer to Information Systems</td>
</tr>
</tbody>
</table>

Requests for amount of taxes due on a parcel will be referred to the Auditor/Treasurer's Office.
Land & Resource Management Department -
2004 Fee Schedule

Land Use Permits

1. Residential
   A. Per 100 square feet of dwelling area ......................................................... $10.00
   B. Deck or Patio ................................................................................................. as follows
      Under 100 square feet ........................................................................ $25.00
      101 – 400 square feet ........................................................................ $50.00
      Over 400 square feet ........................................................................ $100.00
   C. Minimum Land Use Permit Fee ................................................................. $25.00
   D. Accessory Structure ..................................................................................... as follows
      Under 120 square feet ........................................................................ $25.00
      121 – 750 square feet ........................................................................ $50.00
      751 – 1500 square feet .......................................................................... $75.00
      1501-5000 square feet .......................................................................... $100.00
      5001 or more square feet ................................................................ $200.00

2. Commercial and Industrial
   A. Per 100 square feet of floor area ............................................................... $15.00
   B. Minimum land use permit fee ................................................................. $50.00

3. Agricultural
   A. Agricultural buildings ..................................................................................... as follows
      Under 120 square feet ........................................................................ $25.00
      121 – 750 square feet ........................................................................ $50.00
      751 – 1500 square feet .......................................................................... $75.00
      1501 – 5000 square feet .......................................................................... $100.00
      5001 or more square feet ................................................................ $200.00

4. Miscellaneous
   Under 120 square feet ........................................................................ $25.00
   121 – 750 square feet ........................................................................ $50.00
   751 – 1500 square feet .......................................................................... $75.00
   1501 – 5000 square feet .......................................................................... $100.00
   5001 or more square feet ................................................................ $200.00

5. Roof Pitch Changes (with no additional living space) .................................. $100.00

6. Towers ........................................................................................................... $2.00 per $1,000.00 of Valuation

Sewer Disposal Permits ...................................................................................... $200.00
Class V Injection Well or Systems with more than 9 bedrooms .......................................... $500.00
Cluster Systems .................................................................................................................. $500.00

Sign Permits ....................................................................................................................... $75.00

Shoreland Alteration/Landscaping Permits ......................................................................... as follows
  Minor Landscaping Permits ......................................................................................... $75.00
  Standard Landscaping Permits ................................................................................... $150.00
  Major Landscaping Permits ......................................................................................... $300.00
  After-the-fact Shoreland Alteration/Landscaping Permit ........................................ $750.00/Restoration

Conditional Use Application(s) ....................................................................................... $300.00
Variance Application(s) .................................................................................................... $300.00
Plat Fee (preliminary and minor subdivision final plats) .............................................. $550.00 plus $20.00 per lot
Re-zoning Application(s) .................................................................................................... $400.00
Planned Unit Development ............................................................................................... $500.00
PAC/BOA Application Review ......................................................................................... $200.00
EAW-Environmental Assessment Worksheet .................................................................... $750.00

Excavation and Landscaping License (plus $5000.00 Bond) ............................................. $75.00/yr
Sign Erection & Maintenance License (plus $5000.00 Bond) ............................................. $75.00/yr
Disposal Hauler & Transfer Station & Limited Debris License (plus $5000.00 Bond ....... $75.00/yr
Demolition Landfill License (plus $10000.00 Bond) ............................................................ $75.00/yr

Common Property line adjustments .................................................................................... $50.00
Metes and Bounds Subdivisions ........................................................................................ $50.00
Temporary Mining ............................................................................................................. $100.00

“After the Fact” Charges ................................................................................................ Double the application permit fee + permit fee
  Minimum charge ........................................................................................................ $500.00 plus permit fee

Photo copies – Black & white - if equal to or less than 100 pages ..................................... $.25/page
  Hourly rate to prepare requested documents – Employee time at regular rate of pay plus benefits
  Hourly rate to prepare requested documents – Department Head time at regular rate of pay plus benefits

Fax ................................................................................................................................. $2.00 for 1st page, $1.00 for every page thereafter

Land Use Permit List ........................................................................................................ $5.00/list
Set OHW – building line/string line/setbacks .................................................................. $50.00
FORMS USED TO COLLECT PRIVATE AND CONFIDENTIAL DATA

Per Minnesota State Statute 13.05 - The following forms are used to collect private and confidential data in Douglas County.

SENIOR CITIZENS PROGRAM FORMS – (PUBLIC HEALTH)

The following forms collect private information on individuals:

<table>
<thead>
<tr>
<th>Name of Form</th>
<th>Form #</th>
<th>Date of Form (Last Update)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas County Care Call Form</td>
<td>DCCC-E1</td>
<td>7/1991</td>
</tr>
<tr>
<td>Senior Companion or Foster Grandparent Letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foster Grandparent Program/Senior Companion Program – Statement of Medical Review</td>
<td>Phys2</td>
<td>5/1999</td>
</tr>
<tr>
<td>Application for Foster Grandparent – Senior Companion</td>
<td>Application.doc</td>
<td>06/2004</td>
</tr>
<tr>
<td>I&amp;R/Health Insurance Counseling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foster Grandparent Program/Senior Companion Program Information Input Form</td>
<td>Input</td>
<td>7/2000</td>
</tr>
<tr>
<td>Consent for the Release of Information for Tele Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agreement – Tele Care Waiver of Liability Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Douglas County Tele Care Program – Registration Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Data Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Form</td>
<td>Data Practice Form #</td>
<td>Form #</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>----------------------</td>
<td>------------</td>
</tr>
<tr>
<td>State of Minnesota Combined Application Form (CAF) Cash Assistance, Food Support, and Health Care</td>
<td></td>
<td>DHS-3469-Eng</td>
</tr>
<tr>
<td>Combined Application – Addendum (Cash, Food Support, and Health Care)</td>
<td></td>
<td>DHS-3469-Eng</td>
</tr>
<tr>
<td>Minnesota Health Care Programs Application</td>
<td></td>
<td>DHS-3417-Eng</td>
</tr>
<tr>
<td>Minnesota Health Care Programs Application for: People who have a disability, Seniors age 65 and older</td>
<td></td>
<td>DHS-3531-Eng</td>
</tr>
<tr>
<td>Minnesota Health Care Programs – Pregnancy Verification Form</td>
<td></td>
<td>DHS-3236-Eng</td>
</tr>
<tr>
<td>Required Questions for General Assistance Medical Care (GAMC)</td>
<td></td>
<td>DHS-3423-Eng</td>
</tr>
<tr>
<td>Referral to Support and Collections</td>
<td></td>
<td>DHS-3163B-Eng</td>
</tr>
<tr>
<td>Cooperation with Child Support Enforcement</td>
<td></td>
<td>DHS-2338-Eng</td>
</tr>
<tr>
<td>Minnesota Health Care Programs – Health Insurance Information Form (HIIF)</td>
<td></td>
<td>DHS-1992B-Eng</td>
</tr>
<tr>
<td>Family Violence Referral</td>
<td></td>
<td>DHS-3323-Eng</td>
</tr>
<tr>
<td>Minnesota Department of Human Services – Request for Medical Opinion</td>
<td></td>
<td>DHS-2114-Eng</td>
</tr>
<tr>
<td>Request for Pre-Authorization of Medical Assistance/Social Services/Other Transportation Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorization for Billing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigation Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vended Service Voucher – DAYCARE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diversionary Work Program/Minnesota Family Investment Program – Status Update Form</td>
<td></td>
<td>DHS-3165-Eng</td>
</tr>
<tr>
<td>Shared Household Affidavit for Food Stamps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minnesota Health Care Programs – Income Renewal Form</td>
<td></td>
<td>DHS-3440-Eng</td>
</tr>
<tr>
<td>Minnesota Health Care Programs – Renewal Form</td>
<td></td>
<td>DHS-3418-Eng</td>
</tr>
<tr>
<td>Applications for Socials Services</td>
<td></td>
<td>DHS-2140</td>
</tr>
<tr>
<td>Notice of County Social Services Agency Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Targeted Case Management (TCM) Data Transmittal Form</td>
<td></td>
<td>DHS-3152-Eng</td>
</tr>
<tr>
<td>Douglas County Social Services Authorization For Release and Exchange of Client Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Entry Point (CEP) Intake Form – Vulnerable Adult Maltreatment Report – Disclosure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Douglas County Social Services – Reciprocal Report – Facsimile Transmittal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Number</td>
<td>Date</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Notice of Out-Of-Home Placement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child and Adolescent Functional Assessment Scale (CAFAS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family-Based Services – Referral and Initial Assessment</td>
<td></td>
<td>4/2003</td>
</tr>
<tr>
<td>Initial Assessment Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Worker Info Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Assistance (MA) and General Assistance Medical Care (GAMC)</td>
<td>DHS-3460</td>
<td>5/2001</td>
</tr>
<tr>
<td>Managed Care Enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Lord Notification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Verification Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Important Information about Your Request for a Child Support Good</td>
<td>DHS-3627-Eng</td>
<td>10/2003</td>
</tr>
<tr>
<td>Cause Exemption</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minnesota Family Investment Program (MFIP) – Employment Services</td>
<td>DHS-4093-Eng (was MS-</td>
<td>5/2004</td>
</tr>
<tr>
<td>Authorization for Release of Information</td>
<td>1924)</td>
<td></td>
</tr>
<tr>
<td>MFIP Transition Application Form</td>
<td>DHS-4035-Eng</td>
<td>10/2004</td>
</tr>
<tr>
<td>Request for Signature(s)</td>
<td>DHS-3555-Eng</td>
<td>6/2004</td>
</tr>
<tr>
<td>Information for Long-Term and Waiver Program Services</td>
<td>DHS-3543-Eng</td>
<td>12/2003</td>
</tr>
<tr>
<td>GAMC Request For Information Re: Drug Addiction and/or Alcoholism</td>
<td>DHS-3525</td>
<td>12/2002</td>
</tr>
<tr>
<td>Minnesota Medical Assistance Application/Renewal – Breast and</td>
<td>DHS-3525</td>
<td>9/2003</td>
</tr>
<tr>
<td>Cervical Cancer Coverage Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail of Assets</td>
<td>DHS-3499A</td>
<td>4/2003</td>
</tr>
<tr>
<td>Asset Information</td>
<td>DHS-3499</td>
<td>4/2003</td>
</tr>
<tr>
<td>Minnesota Care – Request for Child Insurance Information</td>
<td>DHS-3448-Eng</td>
<td>5/2003</td>
</tr>
<tr>
<td>Individual Discharge Information Sheet</td>
<td>DHS-3443</td>
<td>4/2003</td>
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# SHERIFF DEPARTMENT FORMS

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## VETERANS SERVICE UNIT FORMS

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## COORDINATOR/HR FORMS

See Records Retention Data inventory.
# Record of Annual Updates and Changes

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| 4/11/2005      | HHH                        | • Updated to Word format from Works  
• Updated Responsible Authority & Designees Chart  
• Added Enforcement Section  
• Added General Responsibilities Section  
• Added Understanding and Receipt of Policy  
• Added web-links to Statutes/Rules for ease of use and reference  
• Added posters on Data Practice for each Department  
• Added Fee Schedules  
• Added Forms used to collect private or confidential data. |
| 7/12/2005      | HHS                        | • Added index of forms used to collect private data on individuals  
• Updated fee schedules based on change in law |
<p>| 9/26/2005      | HHS                        | • Update table of contents |
| 2/24/2006      | HHS                        | • Update to Fees for copies of public data to comply with the updated 13.3 laws of 8/1/2005. |
| 2/27/2006      | HHS                        | • Update REQUEST FOR ACCESS TO/COPIES OF GOVERNMENT DATA form to include viewing or copies and fees. |
| 3-13-2007      | HHS                        | • Update forms to collect private or confidential data. |
| 03/20/2009     | HHS                        | • Update Tennesan warning with new law requiring release of SS #’s for ee and dependents for benefits. |
| 04/25/2011     | HHS                        | • Update employee names |
| 12/18/2012     | HHS                        | • Add: You may not take the documents to make copies yourself. You may not remove the data from the office in which you are allowed to view it. |
| 09/01/2013     | HHS                        | • Annual Update |
| 11/8/2013      | HHS                        | • Update fee schedule on PW Responsible Authority and Survey Fees |
| 01/16/2013     | HHS                        | • Update hourly rates to MN Statute section 13.03 &amp; Advisory Opinions |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/07/2014</td>
<td>HHA</td>
<td>• Change Veterans Service Officer to a responsible authority per MN Statutes. Updated Responsible Authority posters in this document.</td>
</tr>
</tbody>
</table>
| 1/1/2015   | HHS        | • Removed Public Health, as they moved to Horizon.  
• Updated Responsible Authority to Heather Schlangen.  
• Updated Compliance Official to Laurel Schlosser.  
• Updated Community Human Services Department and Veterans Department |
| 01/01/2016 | HHS        | • Review                                   |
| 10/26/2016 | HHS        | • Updated Community Human Service Department Head and responsible authority |
| 01/11/2016 | SAH        | • Review                                   |
| 03/20/2017 | SAH        | • Update – Review – Update Tennessan, update delegates for Sheriff’s office |
| 08/08/2017 |            | • Update delegates for Vets, Recorder’s office |
## MINNESOTA GOVERNMENT DATA PRACTICES ACT
### INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

**Douglas County**

**Responsible Authority**

Troy Wolbersen, Douglas County Sheriff

<table>
<thead>
<tr>
<th>Name of Form, Record, File, System or Process</th>
<th>Description</th>
<th>Classification</th>
<th>Citation for Classification (Statute, Law or Rule)</th>
<th>Citation for Classification (Statute, Law or Rule)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Records Division</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accident Reports</td>
<td>Officer's report of an accident investigation required by state law, indicating driver's name, DOB, address, passengers, cause of accident, amount of damage, injuries, and drawing of accident with description.</td>
<td>Private Confidential</td>
<td>169.09, Subd. 9, 13</td>
<td></td>
</tr>
<tr>
<td>Arrest records (in part)</td>
<td></td>
<td>Private</td>
<td>13.85, Subd. 2</td>
<td>13.82, Subd. 2</td>
</tr>
<tr>
<td>Adult case files</td>
<td>Written reports of investigation or action taken by deputy. Reports regarding criminal investigations and non-criminal action taken or investigated, including miscellaneous reports, criminal offense reports, and supporting documents.</td>
<td>Private (in part) Confidential-when active</td>
<td>13.82, Subd. 7, 17</td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td>Any data received pursuant to sections 299F.052 to 299F.057 by an authorized person or insurance company shall be confidential data pursuant to section 13.02 subd. 3 until its release is required pursuant to a criminal or civil proceeding.</td>
<td>Private Confidential Non-public</td>
<td>13.82, Subd. 7, 17</td>
<td>299F.055</td>
</tr>
<tr>
<td>Child abuse - maltreatment of minors</td>
<td>Substantiated reports: records maintained by police/welfare with availability to prosecuting authority for disclosure on name of substantiated report. Identity of reporter. Unsubstantiated reports.</td>
<td>Private Confidential</td>
<td>13.82, Subd. 7,8,9,17</td>
<td>626.556, Subd. 7, 11</td>
</tr>
<tr>
<td>Data Type</td>
<td>Description</td>
<td>Access Level</td>
<td>Minnesota Statute(S)</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------</td>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td>Criminal records</td>
<td>Convenience copy from BCA, NCIC-FBI, or NLETS.</td>
<td>Private (in part)</td>
<td>13.87</td>
<td></td>
</tr>
<tr>
<td>Firearm Application/Permit</td>
<td>All data related to applicant to obtain and/or carry a handgun.</td>
<td>Private</td>
<td>13.87, Subd. 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>624.714, Subd. 14</td>
<td></td>
</tr>
<tr>
<td>Gunshot and suspicious</td>
<td>Physicians, surgeons, hospital managers, and other health professionals</td>
<td>Confidential</td>
<td>626.53</td>
<td></td>
</tr>
<tr>
<td>wounds reports</td>
<td>shall report gunshot wounds they treat to the sheriff.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident complaint logs</td>
<td>I.D. of undercover agents, informants, victims of sexual assault, or intra-familial sex abuse. Description of stolen, lost or recovered property. Program data. Deliberative processes or investigative techniques, final opinion or justification.</td>
<td>Confidential</td>
<td>13.82, Subd. 17,20,21,25</td>
<td></td>
</tr>
<tr>
<td>(dockets)</td>
<td></td>
<td></td>
<td>299C.065, Subd. 4</td>
<td></td>
</tr>
<tr>
<td>Investigations</td>
<td>Active - cases involved in an ongoing investigation.</td>
<td>Confidential</td>
<td>13.82, Subd. 2,6,7,17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inactive - identities of certain persons in closed cases concluded by prosecution, investigative conclusions, or being outdated by a certain period.</td>
<td>Private (in part, when active)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile case files</td>
<td>All information dealing with involvement of juveniles in criminal activity incidents prior to age 18. Also includes non-criminal activity involvement in any matter pending investigation by law enforcement.</td>
<td>Private</td>
<td>13.82, Subd. 2,17</td>
<td></td>
</tr>
<tr>
<td>Liquor license data</td>
<td>License applicant social security number.</td>
<td>Private</td>
<td>13.355</td>
<td></td>
</tr>
</tbody>
</table>

This document is a public record pursuant to Minnesota Statute 13.05

Update 07.14.2017
<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
<th>Type</th>
<th>Statute/Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maltreatment of Vulnerable adults</td>
<td>Records created or received in conducting investigations by law enforcement. Identity of reporter.</td>
<td>Private Confidential</td>
<td>13.82 Subd. 10,11</td>
</tr>
</tbody>
</table>
|                                                                             |                                                                             |                    | 626.557 : 626.557 Subd. 12 (b)[ |}
| Master index - adults                                                       | Name file entry and all incidents attached to the name. (Dependent of why name is on file) | Private Confidential | 13.82 Subd. 12 (b) |
| Master index - juvenile                                                     | Name file entry and all incidents attached to the name. (dependent of why name is on file) | Private Confidential | 260B.171 |
| Officer investigative progress reports                                      | Deliberative processes or investigative techniques, final opinion or justification. Officer's views. | Confidential       | 13.82 Subd. 25 |
| Operation identification itemization                                        | A list of items marked with a selected number, location of such number, and article name, kept for any participating person. | Private            | 13.82 Subd. 1 (a), 20 |
| Predatory Offender Registration                                            | Documents relating to Predatory Offender Registration (complaint, not Level III) | Private            | 243.166 |
|                                                                             |                                                                             |                    | Subd. 7 |
| Property lists                                                              | Description of stolen, lost or recovered property.                           | Private            | 13.82 Subd. 20 |
| Radio/dispatch logs                                                        | Documents relating to calls taken by dispatcher and referred to a law enforcement agency. | Private Confidential | 13.82 |

This document is a public record pursuant to Minnesota Statute 13.05

Update 07.14.2017
<table>
<thead>
<tr>
<th>Shift activity report - supervisors</th>
<th>Summary of department activity occurring during a supervisor/watch commander's shift.</th>
<th>Private Confidential (Depending on content)</th>
<th>13.82</th>
<th>13.85</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social security</td>
<td>Social security number of individuals.</td>
<td>Private</td>
<td>13.355</td>
<td></td>
</tr>
<tr>
<td>Warrant files</td>
<td>Arrest warrant exists until taken into custody, served or appear before court.</td>
<td>Confidential</td>
<td>13.82 Subd. 19</td>
<td></td>
</tr>
<tr>
<td>Warrants for intercepting</td>
<td>Court warrant approving interception of wire or oral communication.</td>
<td>Confidential</td>
<td>626A.06 Subd. 9</td>
<td></td>
</tr>
<tr>
<td>communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Adult Detention Center</strong></td>
<td><strong>Description</strong></td>
<td><strong>Status</strong></td>
<td><strong>Section(s)</strong></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------</td>
<td>------------</td>
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<td></td>
</tr>
<tr>
<td>Commitments: Juvenile</td>
<td>Order of the court showing the name of some juveniles to be committed to custody and the location of the commitment. Legal documents from sentencing court that authorize confinement to the jail facility.</td>
<td>Private</td>
<td>260B.171</td>
<td></td>
</tr>
<tr>
<td>Huber release financial records</td>
<td>Inmate financial records (date current entry), permission from the courts to allow for inmate work outside the jail, sign in/out sheets for control of hours worked, record of payment for this privilege.</td>
<td>Private</td>
<td>13.85 Subd. 3</td>
<td></td>
</tr>
<tr>
<td>Initial complaint of reports of transports of prisoner</td>
<td>Documents relating to all transportation of individuals showing date, time, name of person, by whom and to where transported.</td>
<td>Private Confidential (in part)</td>
<td>13.85 Subd. 3, 260B.171</td>
<td></td>
</tr>
<tr>
<td>Inmate financial records</td>
<td>Financial records of inmates.</td>
<td>Private</td>
<td>13.85 Subd. 2</td>
<td></td>
</tr>
<tr>
<td>Inmate incident reports</td>
<td>Jailer/officer report giving particulars in case of accident/incident to inmate while incarcerated in the jail such incident will also be noted in the daily log.</td>
<td>Private Confidential (in part)</td>
<td>13.85 Subd. 2, 3</td>
<td></td>
</tr>
<tr>
<td>Inmate medical record</td>
<td>All medical and mental health activity involving each inmate.</td>
<td>Private Confidential</td>
<td>13.85 Subd. 2, 3</td>
<td></td>
</tr>
<tr>
<td>Inmate visitor registration log/jail visitor register</td>
<td>Sign in log documenting name of visitor, relation to inmate being seen, date, time and name of inmate seen.</td>
<td>Private</td>
<td>13.85 Subd. 2</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Description</td>
<td>Classification</td>
<td>Reference</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------</td>
<td>--------------------</td>
<td></td>
</tr>
<tr>
<td>Jailer's daily activity log</td>
<td>Documents related to specific activities of jailers and prisoners during each jailer's shift each day. Chronological record maintained by jailers in regard to daily events, including security checks and routine occurrences.</td>
<td>Private Confidential (in part)</td>
<td>13.85 Subd. 2, 3</td>
<td></td>
</tr>
<tr>
<td>Juvenile detention book</td>
<td>Lists name, address, date of birth, offense, date of release and date booked for all juveniles jailed.</td>
<td>Private</td>
<td>260B.171</td>
<td></td>
</tr>
<tr>
<td>Prisoner property envelopes showing signed release</td>
<td>Lists prisoner's name, date of arrest and personal property taken from him before being put in a cell, and the date and signature when items are returned.</td>
<td>Private</td>
<td>13.85 Subd. 2</td>
<td></td>
</tr>
</tbody>
</table>
## Community Services Division

<table>
<thead>
<tr>
<th>Category of Record</th>
<th>Description</th>
<th>Classification</th>
<th>Citation</th>
<th>Employees w/ Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offender Treatment Records</td>
<td>Sex offender, chemical dependency, mental; health, domestic violence</td>
<td>Private</td>
<td>MS 13.84, §13.85</td>
<td>Field Services Staff Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
<tr>
<td>Offender Assessment Results</td>
<td>LS/CMI, YLS/CMI 2.0, DRA information gathered from the assessment tools</td>
<td>Private</td>
<td>MS 13.84, §13.85</td>
<td>Field Services Staff Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
<tr>
<td>Assessment Tools</td>
<td>Actual LS/CMI, YLS/CMI 2.0, DRA tools used</td>
<td>Confidential</td>
<td>MS 13.85</td>
<td>Field Services Staff Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
<tr>
<td>Offender Case Plans</td>
<td>Offender goal documents to address causes of criminality.</td>
<td>Private</td>
<td>MS 13.84, §13.85</td>
<td>Field Services Staff Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
<tr>
<td>Offender Court Progress Reports</td>
<td>Courts reports including adjustment, violation discharge.</td>
<td>Confidential</td>
<td>MS 13.84, §13.85</td>
<td>Field Services Staff Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
</tbody>
</table>
| Pre-sentence Investigation Reports | Summary of defendant and case used to recommend court disposition         | Private prior to sentence Confidential after sentence | MS 609.15 | Prior to sentence: parties at trial, court, agent and supervisor  
Post-sentence: custodial or supervising staff  
Field Services Staff Other agencies as allowed under Minn. Stat. §13.84, and §13.85 |

Minn. Stat. § 13.025, subd. 1.  
All citations are to Minnesota Statutes unless otherwise noted
<table>
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<th>Category of Record</th>
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<th>Citation</th>
<th>Employees w/ Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offender address</td>
<td>Data collected on offender address, ISR leased housing</td>
<td>Private</td>
<td>MS 13.84, 13.85</td>
<td>Field Services Staff; Other agencies as allowed under MS 13.84, and §13.85</td>
</tr>
<tr>
<td>Offender conditions, adjustment status</td>
<td>Offender conditions, supervising agency, current adjustment</td>
<td>Public</td>
<td>MS 13.84, 13.85</td>
<td>Field Services Staff, persons as allowed under Minn. Stat. §13.84 and §13.85</td>
</tr>
<tr>
<td>Offender Medical Records</td>
<td>Medical reports</td>
<td>Private</td>
<td>MS 13.84</td>
<td>Field Services Staff; Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
<tr>
<td>Agent Case Notes./Chronos</td>
<td>Agent offender adjustment notes</td>
<td>Confidential</td>
<td>MS 13.84, 13.85</td>
<td>Field Services Staff; Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
<tr>
<td>Offender Third party Information</td>
<td>Treatment records marked confidential, data obtained for the court.</td>
<td>Confidential</td>
<td>MS 13.85</td>
<td>Field Services Staff; Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
<tr>
<td>Victim Information</td>
<td>Victim name(s) and address</td>
<td>Confidential</td>
<td>MS 13.84, §13.85</td>
<td>Field Services Staff; Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
<tr>
<td>Category of Record</td>
<td>Description</td>
<td>Classification</td>
<td>Citation</td>
<td>Employees w/ Access</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------</td>
<td>--------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Hearing Packet</td>
<td>Notice of violation; report; related evidence as submitted by agent</td>
<td>Private until violation found, then public</td>
<td>MS 13.87, subd. 7</td>
<td>All HRU staff</td>
</tr>
<tr>
<td>Warrant Packet</td>
<td>Warrant authorization; warrant logs; warrant cards</td>
<td>Private if release reasonable results in risk of harm</td>
<td>MS 13.37, subd. 1</td>
<td>All HRU, Warrant staff; supervising agents; law enforcement</td>
</tr>
<tr>
<td>HRU Data Base</td>
<td>Hearing disposition notes, statistical data</td>
<td>Private, unless violation found or summary data</td>
<td>MS 13.84</td>
<td>All HRU, Warrant staff; supervising agents; law enforcement</td>
</tr>
<tr>
<td>Scheduling Data Base</td>
<td>Location, offender, assigned hearing officer, date and time</td>
<td>Confidential until hrg completed; then private or public.</td>
<td>MS 13.37, subd. 1</td>
<td>All HRU, Warrant staff; supervising agents; jail staff</td>
</tr>
<tr>
<td>Employee cell, desk</td>
<td></td>
<td></td>
<td></td>
<td>All HRU, Warrant staff; supervising agents; law enforcement</td>
</tr>
<tr>
<td>and personal phone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>lists</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Minn. Stat. § 13.025, subd. 1  
All citations are to Minnesota Statutes unless otherwise noted  
2/2016
# Division/Facility: Community Services
## Office/Unit: Inspection and Enforcement

<table>
<thead>
<tr>
<th>Category of Record</th>
<th>Description</th>
<th>Classification</th>
<th>Citation</th>
<th>Employees w/ Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>S3: Complaints</td>
<td>Complaints from offenders; parents; residents; medical concerns</td>
<td>Private</td>
<td>MS 13.41, subd. 2</td>
<td>All I &amp; E staff</td>
</tr>
<tr>
<td>S3: Incidents</td>
<td>Reports from facilities; incident types; DOB; name; death cata</td>
<td>Confidential if active investigation; private as it relates to affected individual thereafter</td>
<td>MS 13.41, subd. 4; 2</td>
<td>All I &amp; E staff</td>
</tr>
</tbody>
</table>

# Division/Facility: Community Services
## Office/Unit: Victim Assistance/Restorative Justice (VA/RJ)

<table>
<thead>
<tr>
<th>Category of Record</th>
<th>Description</th>
<th>Classification</th>
<th>Citation</th>
<th>Employees w/ Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>MN CHOICE Chronos</td>
<td>Information gathered through contact with registrants or other interested parties</td>
<td>Confidential</td>
<td>MS 13.84, subd. 3</td>
<td>VA/RJ Staff</td>
</tr>
<tr>
<td>Restorative Justice Chronos</td>
<td>Data through program operation</td>
<td>Confidential</td>
<td>MS 13.84, subd. 3</td>
<td>VA/RJ Staff</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>CoSA Chronos</td>
<td>Data collected by program staff through program operation</td>
<td>Confidential</td>
<td>MS 13.84, subd. 3</td>
<td>VA/RJ Staff</td>
</tr>
<tr>
<td>PREA Documents</td>
<td>Information received from offenders or the court relating to PREA claims</td>
<td>Private</td>
<td>MS 13.85, subd. 2</td>
<td>PREA Advocate, VA/RJ Director</td>
</tr>
<tr>
<td>Offender Medical Records</td>
<td>Data gathered during the course investigation of criminal activity, not limited to PREA – HIV exam results</td>
<td>Private</td>
<td>MS 13.85, subd. 2</td>
<td>PREA Advocate, VA/RJ Director</td>
</tr>
<tr>
<td>Victim Medical Records</td>
<td>Primary Care Provider for victim collected to disseminate results of HIV exam</td>
<td>Confidential</td>
<td>MS 611A.19</td>
<td>VA/RJ Director</td>
</tr>
<tr>
<td>Victim Identification Information</td>
<td>Data collected through court documents, victim contact and MNCHOICE access</td>
<td>Private</td>
<td>MS 13.37, subd. 1 611A.90, 13.42, subd. 2</td>
<td>VA/RJ Staff, Visiting Staff, Case Manager</td>
</tr>
<tr>
<td>Offender Treatment Records</td>
<td>Sex offender, chemical dependency, mental, health, domestic violence</td>
<td>Private</td>
<td>MS 13.84, §13.85</td>
<td>Field Services Staff Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
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<tr>
<td>Offender Assessment Results</td>
<td>LS/CMI, YLS/CMI 2.0, DRA information, gathered from the assessment tools</td>
<td>Private</td>
<td>Minn. Stat. §13.84, §13.85</td>
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<tr>
<td>Assessment Tools</td>
<td>Actual LS/CMI, YLS/CMI 2.0, DRA tools used</td>
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<td>Offender goal documents to address causes of criminality.</td>
<td>Private</td>
<td>Minn. Stat. §13.84, §13.85</td>
<td>Field Services Staff Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
<tr>
<td>Offender Court Progress Reports</td>
<td>Courts reports including adjustment, violation discharge.</td>
<td>Confidential</td>
<td>Minn. Stat. §13.84, §13.85</td>
<td>Field Services Staff Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
<tr>
<td>Pre-sentence Investigation Reports</td>
<td>Summary of defendant and case used to recommend court disposition</td>
<td>Private prior to sentence Confidential after sentence</td>
<td>Minn. Stat. §609.15</td>
<td>Prior to sentence: parties at trial, court, agent and supervisor Post-sentence: custodial or supervising staff Field Services Staff Other agencies as allowed</td>
</tr>
<tr>
<td>Offender address</td>
<td>Data collected on offender address, ISR leased housing</td>
<td>Private</td>
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</tr>
<tr>
<td>Offender conditions, adjustment status</td>
<td>Offender conditions, supervising agency, current adjustment</td>
<td>Public</td>
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<td>Field Services Staff, persons as allowed under Minn. Stat. §13.84 and §13.85</td>
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<td>Offender Medical Records</td>
<td>Medical reports</td>
<td>Private</td>
<td>Minn. Stat. 13.84</td>
<td>Field Services Staff Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
<tr>
<td>Agent Case Notes./Chronos</td>
<td>Agent offender adjustment notes</td>
<td>Confidential</td>
<td>Minn. Stat. §13.84, §13.85</td>
<td>Field Services Staff Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
<tr>
<td>Offender Third party</td>
<td>Treatment records marked confidential, data</td>
<td>Confidential</td>
<td>Minn. Stat. 13.85</td>
<td>Field Services Staff Other agencies as allowed under Minn. Stat. §13.84, and §13.85</td>
</tr>
</tbody>
</table>

Minn. Stat. § 13.025, subd. 1 All citations are to Minnesota Statutes unless otherwise noted
### Minnesota Department of Corrections
**Data Classification Inventory – Private/Confidential Data on Individuals**

<table>
<thead>
<tr>
<th>Information obtained for the court.</th>
<th>Classification</th>
<th>Citation</th>
<th>Employees w/ Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victim Information</td>
<td>Victim name(s) and address</td>
<td>Confidential</td>
<td>Minn. Stat. §13.84, §13.85</td>
</tr>
</tbody>
</table>

#### Division/Facility: Community Services
**Office/Unit:** Community Reentry Unit

<table>
<thead>
<tr>
<th>Category of Record</th>
<th>Description</th>
<th>Classification</th>
<th>Citation</th>
<th>Employees w/ Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offender Work Release Files</td>
<td>Program application and screening forms, PRT reports, PSI, Release Plans, 3rd Party Progress Notes, Completion reports</td>
<td>Private; confidential (PSI)</td>
<td>MS 13.85, Subd.2, MS 609.15</td>
<td>Work Release Contracted Residential Facility staff, Work Release Agent, WR Manager. HRU Officers.</td>
</tr>
</tbody>
</table>

Minn. Stat. § 13.025, subd. 1 All citations are to Minnesota Statutes unless otherwise noted 2/2016
**Minnesota Department of Corrections**  
**Data Classification Inventory – Private/Confidential Data on Individuals**

<table>
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<tr>
<th>Category of Record</th>
<th>Description</th>
<th>Classification</th>
<th>Citation</th>
<th>Employees w/ Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offender Program Eligibility and Participation lists</td>
<td>Offender COMS Data: OID, Name, Location, MnSTARR Score, LSCMI Score, STG status, Presumptive Release County, Confinement Milestones</td>
<td>Private</td>
<td>MS 13.85, Subd. 2</td>
<td>Reentry Unit and Facility staff involved in coordinating programming. Contracted Program staff.</td>
</tr>
</tbody>
</table>

**Division/Facility:** Community Services  
**Office/Unit:** Risk Assessment/Community Notification

<table>
<thead>
<tr>
<th>Category of Record</th>
<th>Description</th>
<th>Classification</th>
<th>Citation</th>
<th>Employees w/ Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offender Assessment Tools</td>
<td>ASSESS Tools: LS/CMI; LSI-R; Accute; Stable; Static; MnSOST (all versions); Other</td>
<td>Private</td>
<td>MS 13.85 Subd. 2</td>
<td>RACN Staff</td>
</tr>
<tr>
<td>Offender Assessment Tools</td>
<td>ASSESS Correspondence</td>
<td>Private</td>
<td>MS 13.85 Subd. 2</td>
<td>Assessors; Management/Supervisors</td>
</tr>
<tr>
<td>BCA Predatory Offender Registration Documents</td>
<td>BCA Change of Information; POR Forms; CIJS Hit Response; CIJS Criminal History; Correspondence</td>
<td>Private; Confidential</td>
<td>MS 13.85 Subd. 2; 13; 13.87</td>
<td>RACN Staff</td>
</tr>
<tr>
<td>BCA Predatory Offender Registration Documents</td>
<td>BCA MN Public Criminal History</td>
<td>Public; Private; Confidential</td>
<td>MS 13.85 Subd. 2; 13.87</td>
<td>RACN Staff</td>
</tr>
</tbody>
</table>

Minn. Stat. § 13.025, subd. 1  
All citations are to Minnesota Statutes unless otherwise noted
<table>
<thead>
<tr>
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<th>Classification</th>
<th>Citation</th>
<th>Employees w/ Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Health Records – Chemical Dependency</td>
<td>CD Assessments; CD release plan; correspondence; discharge summary; monthly review</td>
<td>Private</td>
<td>MS 13.85 Subd. 2</td>
<td>RACN Staff</td>
</tr>
<tr>
<td>Behavioral Health Records – Mental Health</td>
<td>Assessment/Diagnosis/Plan; Evaluations; MH release plan; treatment discharge plan</td>
<td>Private</td>
<td>MS 13.85 Subd. 2</td>
<td>RACN Staff</td>
</tr>
<tr>
<td>Sex Offender Treatment Records</td>
<td>Evaluations; Discharge summary; Program assessment; treatment recommendations; reports Mandatory assessments</td>
<td>Private</td>
<td>MS 13.85 Subd. 2</td>
<td>RACN Staff</td>
</tr>
<tr>
<td>Case Management Offender Records</td>
<td>Case Report; summary; domestic violence rpt.; Halfway House req. authorization; case plan; Interstate transfer; Interstate Compact Transfer req.; agent assignment</td>
<td>Public; Private</td>
<td>MS 13.85 Subd. 2</td>
<td>RACN Staff</td>
</tr>
<tr>
<td>Court Documents – Civil Commitment</td>
<td></td>
<td>Private</td>
<td>MS 13.85 Subd. 2</td>
<td>RACN Staff; Co. attorney;</td>
</tr>
<tr>
<td>Court Documents – Criminal</td>
<td>Presentence Investigation Report</td>
<td>Confidential after sentence</td>
<td>MS 609.15</td>
<td>RACN Staff; supervising agent</td>
</tr>
<tr>
<td>Category of Record</td>
<td>Description</td>
<td>Classification</td>
<td>Citation</td>
<td>Employees w/ Access</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------</td>
<td>--------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>ECRC Documents</td>
<td>Administrative Review; Appeal record; case chrono; correspondence; risk assessment report; appeal documents; risk level report</td>
<td>Private</td>
<td>MS 13.85 Subd. 2; 244.052</td>
<td>RACN Staff; local law enforcement</td>
</tr>
<tr>
<td>HRU Documents</td>
<td>Conditions of Release; hearing disposition; revocation hearing documents</td>
<td>Private, until hearing complete, then public if violation found</td>
<td>MS 13.84, subd. 7</td>
<td>RACN staff</td>
</tr>
<tr>
<td>Community Notification Documents</td>
<td>Correspondence; fact sheets; Notification forms &amp; photos; correspondence; law enforcement notice</td>
<td>Public (Public fact sheet; ) Private</td>
<td>MS 13.85 Subd. 2; 244.052</td>
<td>RACN Staff; local law enforcement</td>
</tr>
<tr>
<td>Civil Commitment Documents</td>
<td>ECRC Outcome list; recommendation; interview memo; referral letter; review packet; Screen committee agenda; updates</td>
<td>Private</td>
<td>§ 13.85 Subd. 2</td>
<td>RACN Staff</td>
</tr>
</tbody>
</table>

Minn. Stat. § 13.025, subd. 1  All citations are to Minnesota Statutes unless otherwise noted
DOUGLAS COUNTY LAW LIBRARY

Inventory of Not Public Data on Individuals

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

This document is also part of the Law Library’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 Responsible Authority (RA), Data Practices Compliance Official (DPCO), Department Heads, and the Douglas County General Counsel may have access to all not public data maintained by Douglas County if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assigned.

The Responsible Authority (RA) is:

Chad Larson
chadl@co.douglas.mn.us
Phone: 320.762.3856
305 8th Avenue West
Alexandria, MN 56308

INDEX OF NOT PUBLIC DATA ON INDIVIDUALS:

Borrowing & Registration: Names of borrowers, materials currently on loan, may include interlibrary loans.

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Private</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citation:</td>
<td>M.S. 13.40, Subd. 2</td>
</tr>
<tr>
<td>Work Access:</td>
<td>Law Library Board Members, Law Library Board Secretary, Law Library Work Study/Intern on an as needed basis as part of specific work assignments</td>
</tr>
</tbody>
</table>

Law Library records and files: Information on interns, volunteers, and students working in the Law Library.

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Private (except those items noted in M.S. 13.43, Subd. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citation:</td>
<td>13.43, Subd. 4</td>
</tr>
<tr>
<td>Work Access:</td>
<td>Law Library Board Members and Law Library Board Secretary as required to carry out related duties</td>
</tr>
</tbody>
</table>

Request forms, phone messages, notes on questions received: All information connecting patrons with materials requested or borrowed by the patron, or that connect the patron’s name with a specific subject about which the patron has requested information or materials.

Data Categories & Classifications
Effective August 1, 2017
Requests for Borrowing: All information related to a request to borrow Law Library materials.

Classification: Private, except name of person making the request
Citation: M.S. 13.40, Subd. 2(a)(2)
Work Access: Law Library Board Members, Law Library Board Secretary, Law Library Work Study/Intern on an as needed basis as part of specific work assignments
OFFICE OF THE DOUGLAS COUNTY ATTORNEY

Data on Individuals Maintained by the Douglas County Attorney

This document identifies the name, title, and address of the Responsible Authority for the Douglas County Attorney’s Office and describes private or confidential data on individuals maintained by this office (see Minn. Stat. §13.05 and Minn. Rules 1205.1200).

This document is also part of the County Attorney’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 Responsible Authority (RA), Data Practices Compliance Official (DPCO), Department Heads, and the Douglas County General Counsel may have access to all no public data maintained by Douglas County if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assigned.

The Responsible Authority (RA) is:

Chad Larson
chadl@co.douglas.mn.us
Phone: 320.762.3856
305 8th Avenue West
Alexandria, MN 56308

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

Heather Schlangen
heathers@co.douglas.mn.us
Phone: 320.762.3858
305 8th Ave West
Alexandria, MN 56308

NOTICE: The Douglas County Attorney’s Office is not subject to the Minnesota Governmental Data Practices Act. Excepted from the MGDPA is the use, collection, storage, and dissemination of data by an attorney acting in a professional capacity for Douglas County or other governmental entity. Access to such data is controlled by the Minnesota Rules of Criminal Procedure and the Minnesota Rules of Civil Procedure. The Douglas County Attorney’s Office will not respond to MGDPA requests for such data.
INDEX OF ALL OTHER DATA:

**Applicant Records:** Completed assignments and results, related documentation, and application forms.

- **Classification:** Public/Private
- **Citation:** 13.43
- **Employee Work Access:** County Attorney; Office Manager 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.

- **Classification:** Private
- **Citation:** 13.43, Subd. 17
- **Employee Work Access:** Certain employees on an as needed basis as part of specific work assignments

**Correspondence:** Letters and electronic correspondence.

- **Classification:** Public/Private/Confidential
- **Citation:** Various
- **Employee Work Access:** Certain employees on an as needed basis as part of specific work assignments

**Data on Individuals with Disabilities:** Data that identify an individual with a disability or a family member of an individual with a disability.

- **Classification:** Private
- **Citation:** 13.64, Subd. 2
- **Employee Work Access:** County Attorney; Office Manager on an as needed basis as part of specific work assignments

**Employee Expense Reports:** Expense reimbursement requests.

- **Classification:** Public/Private
- **Citation:** 13.43
- **Employee Work Access:** County Attorney; Office Manager on an as needed basis as part of specific work assignments

**Employee Personnel Records:** Record of prior and current employment history. Data related to hiring, assessments, promotion, discipline and related administrative personnel actions.

- **Classification:** Public/Private
- **Citation:** 13.43

Data Categories & Classifications
Effective August 1, 2017
Employee Work Access: County Attorney; Office Manager on an as needed basis as part of specific work assignments

**Government Services Transactions Data:** Credit card, charge card, debit card and other electronic transaction information.

- **Classification:** Private
- **Citation:** 16A.626
- **Employee Work Access:** County Attorney; Office Manager on an as needed basis as part of specific work assignments

**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 periodic publications as requested by the individual.

- **Classification:** Private
- **Citation:** 13.356
- **Employee Work Access:** Certain employees on an as needed basis as part of specific work assignments

**Personnel Data:** Data about employees, applicants, volunteers, and appointees.

- **Classification:** Public/Private/Confidential
- **Citation:** 13.43, 179A.03, Subd. 4
- **Employee Work Access:** Certain employees on an as needed basis as part of specific work assignments

**Security Features / Building Plans:** Security features of building plan, building specifications, and building drawings of county-owned facilities and non-county-owned facilities leased by the county.

- **Classification:** Nonpublic
- **Citation:** 13.64, Subd. 2(a)
- **Employee Work Access:** County Attorney; Office Manager on an as needed basis as part of specific work assignments

**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 release to the public.

- **Classification:** Private
- **Citation:** 13.37
- **Employee Work Access:** Certain employees on an as needed basis as part of specific work assignments

**Unemployment Compensation Billings:** Records of billings from DEED for employee unemployment compensation.

- **Classification:** Private

Data Categories & Classifications
Effective August 1, 2017
Social Security Numbers: Social Security numbers assigned to individuals.

- Classification: Private
- Citation: 13.355
- Employee Work Access: Certain employees on an as needed basis as part of specific work assignments

Workers Compensation Information: Records pertaining to employees who receive workers compensation benefits.

- Classification: Private
- Citation: 13.43
- Employee Work Access: County Attorney; Office Manager on an as needed basis as part of specific work assignments
OFFICE OF THE DOUGLAS COUNTY ATTORNEY

Policy for Ensuring the Security of Not Public Data

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

Please direct all questions regarding this policy to the Douglas County Data Practices Compliance Official (DPCO):

Heather Schlangen
heathers@co.douglas.mn.us
Phone: 320-762-3858
305 8th Ave West
Alexandria, MN 56308

Procedures implementing this policy

Preparation of a Data Inventory
Pursuant to the requirement in Minnesota Statutes, section 13.025, subd. 1, the Douglas County Attorney has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by the Douglas County Attorney’s Office. To comply with the requirement in section 13.05, subd. 5, the Douglas County Attorney’s Office has created a Data Inventory listing employees who have access to not public data.

In the event of a temporary duty as assigned by a supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in Douglas County Data Inventory, the Responsible Authority (RA), the Data Practices Compliance Official (DPCO), Department Heads, and the Douglas County General Counsel may have access to all not public data maintained by Douglas County if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

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

NOTICE: The Douglas County Attorney’s Office is not subject to the Minnesota Governmental Data Practices Act. Excepted from the MGDPA is the use, collection, storage, and dissemination of data by an attorney acting in a professional capacity for Douglas County or other governmental entity. Access to such data is controlled by the Minnesota Rules of Criminal Procedure and the Minnesota Rules of Civil Procedure.

Policy for Ensuring the Security of Not Public Data
Effective August 1, 2017
Non-exempted Data sharing with authorized entities or individuals
State or federal law may authorize the sharing of all other non-exempted, not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessen warnings (see Minnesota Statutes, section 13.04) or Douglas County will obtain the individual’s informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment
Within the county attorney’s office, tasks may be assigned by employee or by job classification. If the office maintains not public data that all employees within its department do not have a work assignment allowing access to the data, the department will ensure that the not public data are secure.

Recommended actions for ensuring appropriate access include:

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

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

Policy for Ensuring the Security of Not Public Data
Effective August 1, 2017
DOUGLAS COUNTY RECORDER’S OFFICE DATA INVENTORY

Recording of all real estate documents: PUBLIC INFORMATION

Marriage applications: NON-PUBLIC INFORMATION

Marriage licenses: PUBLIC INFORMATION

Military Service discharges: NON-PUBLIC INFORMATION. The Veteran Service Officer, applicant, or if the applicant is deceased, their family members can request a copy of their DD-214 by completing a request for release of private data form.

Ordination papers and notary commissions: PUBLIC INFORMATION

Vitals-Birth and Death records: PUBLIC INFORMATION

Confidential birth records: NON-PUBLIC INFORMATION

Each applicant needs to fill out a Birth or Death application form providing tangible interest to the subject before certified copies of birth or death records can be issued.

Dawn Crouse and Dorothy Twa have private passwords for a State Dept. of Health computer for issuing vital certified copies. Our office has physical separation of the public counter for people applying for Birth and Death records and Passport applications.

Passport Applications: NON-PUBLIC INFORMATION.

Marcie Johnson and MarySkillings are certified passport agents, and are the only employees in the Recorder’s office that can accept applications.

Dated Aug 9, 2017

Dawn Crouse
Recorder