

**Data Inventory**  
**Nonpublic, Private and Confidential Data Maintained by the City of Marshall**

This document identifies the Responsible Authority and Compliance Officer for the City of Marshall (the “City”) and describes each category of record, file or process relating to private or confidential data on individuals that are maintained by the City. This document is required by Minnesota Statutes section 13.025, subdivision 1 and Minnesota Rules Part 1205.1200.

The list of data types is divided into the following categories: General, Administration, Planning, Personnel and Police. The categories are provided only for convenience in locating types of data. Inclusion in any particular category is not intended to indicate an exclusive location for that data type (e.g., data listed under General may be physically located in, or accessible by, more than one City department).

City of Marshall Directors of the departments of Administration, Public Works/City Engineering, Public Safety, Community Services, Finance and Assessing will have access to, and will be responsible for the maintenance of, City information and records that pertain to their department.

The City of Marshall has appointed the following position to administer this system.

Responsible Authority	Sharon Hanson City Administrator City of Marshall 344 West Main Street Marshall, MN 56258 (507) 537-6760
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Position appointed as Designee assisting in system administration are as follows:

Compliance Officer	Sheila Dubs Human Resource Manager City of Marshall 344 West Main Street Marshall, MN 56258 (507) 537-6790
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<i>Responsible Authority:</i> Sharon Hanson	<i>Data Practices Compliance Officer:</i> Sheila Dubs	<i>Category:</i> <b>General</b>	
<b>Name of Record, File, Process, Form or Data Type</b>	<b>Description ( <i>Understandable to General Public</i> )</b>	<b>Data Classification</b>	<b>Citation for Classification</b>

Applications for Election or Appointment	Principles regarding the data collected about an applicant from their application.	Public Private	MS 13.601 subd. 3
Audit Data (provided by State Auditor)	Principles regarding data relating to an audit, examination, or investigation performed by the State Auditor.	Protected Nonpublic Confidential	MS 6.715 subd. 5
Business Data	Principles regarding the data submitted by a business requesting financial assistance or a benefit financed by public funds.	Public Private Nonpublic	MS 13.591
Change to Classification of Data	The classification of a government entity's data shall change if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute.	Public Not Public Protected Nonpublic Confidential	MS 13.03 subd. 4 and 8
City Attorney Records	The use, collection, storage, and dissemination of data by the City Attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility.	Confidential	MS 13.393
Civil Investigative Data	Principles regarding the data collected by the City as part of an active investigation undertaken for the purpose of the commencement or defense of a pending civil legal action, or which are retained in anticipation of a pending civil legal action.	Public Not Public Protected Nonpublic Confidential	MS 13.39
Community Dispute Resolution Center Data	Principles regarding all data and files relating to a case in a community dispute resolution program.	Public Private	MS 13.88

Council Meetings Having Data Classified as Nonpublic	Principles regarding the discussion of not public data during open and closed meetings.	Public Private	MS 13D.05
Elected Officials Correspondence	Principles regarding ccorrespondence between individuals and elected officials.	Public Private	MS 13.601 subd. 2
Electronic Payments	Credit card, charge card, debit card, or other method of electronic funds transfer account numbers are nonpublic data not on individuals or private data on individuals.	Private Nonpublic	MS 16A.626 (f)
Emergency Services for Homeless Persons	Data on individuals maintained by a grant recipient from which the identity of any individual receiving emergency services may be determined.	Private	MS 13.587
Financial Disclosure Statements	Financial disclosure statements of elected or appointed officials which, by requirement of the City, are filed with the City.	Public	MS 13.601 subd. 1
Grants	Principles regarding the data created and collected by a granting agency during a request for proposal.	Private Nonpublic	MS 13.599
Identity of Employees Making Complaints	Data pertaining to the identity of any employee making a report to a governmental body or law enforcement official.	Private	MS 181.932 subd. 2
Internal Competitive Response	Principles regarding the data pertaining to bids or proposals to provide government goods or services.	Private Nonpublic	MS 13.591 subd. 5 MS 13.37
Internal Auditing Data	Principles regarding the data, notes, and preliminary drafts of reports created, collected, and maintained by the internal audit offices of government entities, or persons performing audits for government entities.	Public Private Protected Nonpublic Confidential	MS 13.392
Judicial Data	Principles regarding data disseminated by a judicial branch to a government entity shall have the same level of accessibility at both governmental levels.	Public Private Protected Nonpublic Confidential	MS 13.03 subd. 4(e)
Opinions by the Commissioner	Government data submitted to the commissioner by a government entity or copies of government data submitted by other persons have the same classification as the data have when held by the government entity.	Public Private Protected Nonpublic Confidential	MS 13.072

Personal Contact and Online Account Information	Data on an individual collected, maintained, or received by the city for notification purposes or as a part of a subscription list for the City's electronic periodic publications as requested by the individual. This data may only be used for the specific purpose for which the individual provided the data. This data also does not include data submitted for purposes of making a public comment.	Private	MS 13.356 MS 13.04 subd. 2
Pleadings	Pleadings, as defined by court rule, served by or on a government entity, are public data to the same extent that the data would be public if filed with the court.	Public	MS 13.03 subd. 12
Requests for Proposals	Principles regarding data submitted by a business to a government entity in response to a request for proposal.	Public Private Nonpublic	MS 13.591 subd. 3(b) MS 13.37
Sealed Bids	Data including the number of bids received, prior to the opening of the bids.	Private Nonpublic	MS 13.37 subd. 2 (a)
Security Information	Data that would substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury if the data were released to the public.	Private Nonpublic	MS 13.37 subd. 1 (a)
Service Cooperative Claims Data	All information received from carriers and claims administrators or collected from employees or employers participating in these plans and programs.	Nonpublic	MS 13.203
Social Security Numbers	Social Security numbers assigned to individuals, whether in whole or in part.	Private	MS 13.355
Social Security Numbers on Mailings	Social Security numbers are prohibited on the face or outside of a mailing where it is visible without opening the item.	Private	MS 13.355 subd. 3
State Auditor Data	Data relating to an audit conducted by the State Auditor's office and provided by the State Auditor for purpose of review and verification of the data, prior to publication of the final report of the audit.	Confidential Protected Nonpublic	MS 6.715 subd. 5
Trade Secret Information	Principles regarding data, including a formula, pattern, compilation, program, device, method, technique or process.	Private Nonpublic	MS 13.37 subd. 1(b)
Utility Disconnection Notice	Utility data on disconnections provided to cities under section <u>216B.0976</u> shall be treated as private data on individuals or nonpublic data.	Private	MS 13.681 subd. 6

<i>Responsible Authority:</i> Sharon Hanson	<i>Data Practices Compliance Officer:</i> Sheila Dubs	<i>Category:</i> <b>Administration</b>	
<b>Name of Record, File, Process, Form or Data Type</b>	<b>Description (Understandable to General Public)</b>	<b>Data Classification</b>	<b>Citation for Classification</b>
Absentee Ballots	Data within sealed absentee ballots prior to opening by an election judge.	Private Nonpublic	MS 13.37 subd. 2
Assessor's Data	Principles regarding data collected, created and maintained by political subdivisions from individuals or business entities including sales sheets, income property assessment data and data on income of individuals.	Private Nonpublic	MS 13.51
Candidates for Election to City Council	Data created, collected or maintained about an individual candidate for election.	Public Private	MS 13.607 subd. 8 MS 204B.06 subd. 1b
Checking Account Numbers	Banking information for city accounts.	Private Nonpublic	MS 13.37
Computer Access Data	<del>Principles regarding electronic access data and the use of cookies.</del> Data created, collected, or maintained about a person's access to a city computer for the purpose of: (1) gaining access to data or information; (2) transferring data or information; or (3) using government services.	Private Nonpublic	MS 13.15
Deferred Assessment Data	Any data, collected by political subdivisions pursuant to section 435.193, which indicate the amount or location of cash or other valuables kept in the homes of applicants for deferred assessment.	Private	MS 13.52
Federal Contracts Data	Principles regarding all government data collected and maintained by the government entity because that agency contracts with a federal agency.	Private Nonpublic	MS 13.35

Homestead Applications	The classification and disclosure of certain information collected to determine eligibility of property for a homestead or other classification, or benefit are governed by sections 273.124, subdivisions 13, 13a, 13b, 13c, and 13d; 273.1245; and 273.1315.	Private	MS 13.4965 subd. 3 MS 273.124 subd. 13
Library and Historical Data	Principles regarding data maintained by a library or a historical records repository.	Private	MS 13.40
Lodging Tax Data	Data, other than basic taxpayer identification data, collected from taxpayers under a lodging tax ordinance.	Nonpublic	MS 13.495
Municipal Bonds Register Data	Principles regarding information contained in a register with respect to the ownership of certain municipal obligations is classified under section 475.55, subdivision 6.	Private Nonpublic	MS 13.202 subd. 12 MS 475.55 subd. 6
Municipal Electric Utility Customer Data	Principles regarding data on customers of municipal electric utilities.	Private Nonpublic	MS 13.685
Municipal Self-Insurer Claims	Disclosure of information about individual claims filed by the employees of a municipality which is a self-insurer is governed by section 471.617, subdivision 5.	Private	MS 13.202 subd. 9(a) MS 471.617 subd. 5
Payroll W-2's	Records of employee payroll deductions.	Private	MS 13.43 subd. 4&5
Parking Space Leasing Data	Principles regarding data including applicant/lessee residence address, home telephone number, beginning and ending work hours, place of employment, work telephone number, and location of the parking space.	Private Nonpublic	MS 13.37 subd. 1(d) & subd. 2
Registered Voter Lists	Access to registered voter lists is governed by section 201.091.	Public Confidential	MS 13.607 subd. 6 MS 201.091
Security Service Data	Principles regarding data described as a request for service, response, or incident data.	Public Private Nonpublic	MS 13.861 subd. 2 MS 13.37 MS 13.82 subd. 2, 3&4
Social Recreational Data	Data collected and maintained by political subdivisions for the purpose of enrolling individuals in recreational and other social programs.	Private	MS 13.548

Solid Waste Collector Customer Lists	Principles regarding records of solid waste facilities received, inspected, or copied by a county pursuant to section 115A.882 are classified pursuant to section 115A.882, subdivision 3.	Private Nonpublic	MS 13.7411 subd. 4(c) MS 115A.93 subd. 5
Transportation Service Data	Personal, medical, financial, familial, or locational information data pertaining to applicants for or users of services providing transportation for the disabled or elderly.	Private	MS 13.72 subd. 10

<i>Responsible Authority:</i> Sharon Hanson	<i>Data Practices Compliance Officer:</i> Sheila Dubs	<i>Category:</i> <b>Planning</b>	
<b>Name of Record, File, Process, Form or Data Type</b>	<b>Description ( <i>Understandable to General Public</i> )</b>	<b>Data Classification</b>	<b>Citation for Classification</b>

Appraisal Data	Principles regarding estimated or appraised values of individual parcels of real property that are made by personnel of a government entity or by independent appraisers acting for a government entity.	Public Protected Nonpublic Confidential	MS 13.44 subd. 3
Award Data	Financial data on business entities submitted to a government entity for the purpose of presenting awards to business entities for achievements in business development or performance.	Private Nonpublic	MS 13.48
Benefit Data	Principles regarding data on individuals collected or created because an individual seeks information about becoming, is, or was an applicant for or a recipient of benefits or services provided under various assistance programs administered by government entities.	Public Private	MS 13.462
Convention Center Data	Principles regarding data received, created, or maintained by or for publicly owned and operated convention facilities, civic center authorities, etc.	Public Private Nonpublic	MS 13.55

Housing Agency Data	Principles regarding data maintained by a public housing agency or housing and redevelopment authority of a political subdivision.	Public Private Protected Nonpublic Confidential	MS 13.585
Planning Questionnaires	Principles regarding data collected in surveys of individuals or businesses conducted by cities and housing and redevelopment authorities for the purposes of planning, development, and redevelopment.	Private Nonpublic	MS 13.59
Property Complaint Data	The identities of individuals who register complaints with government entities concerning violations of state laws or local ordinances concerning the use of real property.	Confidential	MS 13.44 subd. 1
Redevelopment Data	Principles regarding data collected in surveys of individuals or businesses conducted by cities and housing and redevelopment authorities for the purposes of planning, development, and redevelopment.	Private Nonpublic	MS 13.59
Real Property Acquisition Data	Appraisals used in land acquisition process.	Private Confidential	MS 13.43 subd. 4

<i>Responsible Authority:</i> Sharon Hanson	<i>Data Practices Compliance Officer:</i> Sheila Dubs	<i>Category:</i> <b>Personnel</b>	
<b>Name of Record, File, Process, Form or Data Type</b>	<b>Description (Understandable to General Public)</b>	<b>Data Classification</b>	<b>Citation for Classification</b>
Applicant Information	Principles regarding personnel data on current and former applicants for employment by a government entity.	Public Private	MS 13.43 subd. 3
Applicants to a Public Body	Principles regarding the data collected about an applicant from their application.	Public	MS 13.601
Appointed (Not Elected) Members to a Public Body	Principles regarding the data collected about an applicant from their application once the individual is appointed to a public body.	Public	MS 13.601 subd. 3(b)

Benefit Enrollment Forms	Enrollment in insurance benefits and flex spending accounts, pension activity, deduction authorizations, premium deductions, birth date, address, and phone numbers of City staff.	Private	MS 13.43 subd. 4
Disclosure of Information by Employees	The identity of any employee making a report to a governmental body or law enforcement official.	Private	MS 181.932 subd. 2
Employee Assistance Information	All data created, collected or maintained by a government entity to administer employee assistance programs similar to the one authorized by section <u>43A.319</u> .	Private	MS 13.43 subd. 7
Employee Data	Principles regarding data on individuals maintained because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with a government entity.	Public Private Confidential	MS 13.43
Employee Drug and Alcohol Tests	Test results and other information acquired in the drug and alcohol testing process, with respect to public sector employees and applicants, are classified by section <u>181.954, subdivision 2</u> , and access to them is governed by section <u>181.954, subdivision 3</u> .	Private Confidential	MS 13.7905 subd. 5(c) MS 181.954 subd. 2 and 3 MS 13.43 subd. 5(c)
Employment and Training Data	Principles regarding data on individuals collected, maintained, used, or disseminated because an individual applies for, is currently enrolled in, or has been enrolled in employment and training programs funded with federal, state, or local resources.	Private	MS 13.47
Examination Data	Principles regarding data pertaining to testing or examination materials, scoring keys and completed versions of examinations and answer keys.	Private Confidential	MS 13.34
Family and Medical Leave of Absence Files	Information of a medical nature, including health care provider verification of condition.	Private	MS 13.43 subd. 4
Grievance Files	All information collected on employees who have filed grievances per their union contracts against the City.	Private	MS 13.39 MS 13.43 subd. 4
Harassment	Principles regarding data that would identify the complainant or other witnesses pertaining to an allegation of harassment.	Private Confidential	MS 13.43 subd. 8

Human Rights Data	Principles regarding data maintained by the Human Rights Department of a political subdivision, including human rights investigative data and data contained in closed or open case files.	Public Private Protected Nonpublic Confidential	MS 13.552 MS 363A.28 MS 363A.35
Labor Relations Information	Provided that specific labor relations information which relates to a specific labor organization is classified as protected nonpublic data pursuant to section <u>13.02</u> , <u>subdivision 13</u> .	Private Nonpublic	MS 13.37 subd. 2
Peer Counseling Debriefing	Data acquired by peer group members, such as persons involved with public safety emergency services, in a public safety peer counseling debriefing designed to help a person who has suffered an occupation-related traumatic event.	Private	MS 13.43 subd. 9
Personnel and Employment Data	Principles regarding data on individuals maintained because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with a government entity.	Public Private	MS 13.43
Protection of Employee or Others	Principles regarding the release of personnel data necessary to protect an employee from harm to self or to protect another person.	Public Private	MS 13.43 subd. 11
Salary Benefit Survey Data	Salary and personnel benefit survey data purchased from consulting firms, nonprofit corporations or associations or obtained from employers with the written understanding that the data shall not be made public.	Nonpublic	MS 13.435
Undercover Law Enforcement Officer	Principles regarding all personnel data maintained by a government entity relating to an individual employed as, or an applicant for, employment as an undercover law enforcement officer.	Public Private	MS 13.43 subd. 5
Workers Compensation Files	Reports from insurance carrier, monthly claims filed, social security number, nature of injury, injury date, gender, age, records of payment – current month, year to date., projected future costs.	Private	MS 13.43 subd. 4 MS 13.355 subd. 1

<i>Responsible Authority:</i> Sharon Hanson		<i>Data Practices Compliance Officer:</i> Sheila Dubs		<i>Category:</i> <b>Public Safety</b>	
<b>Name of Record, File, Process, Form or Data Type</b>	<b>Description (Understandable to General Public)</b>	<b>Data Classification</b>	<b>Citation for Classification</b>		
911 Emergency Telephone Service	Each wire-line telecommunications service provider shall provide current customer names, service addresses, and telephone numbers to each public safety answering point within the 911 system.	Private	MS 13.202 subd. 6 MS 403.07 subd. 3 and 4		
Ambulance Service Data	Principles regarding data collected and provided by licensees providing pre-hospital care.	Private	MS 13.381 subd. 12 MS 144E.123		
Arson Investigation	Principles regarding data received by an authorized person or insurance company until its release is pursuant to a criminal or civil proceeding.	Public Confidential	MS 13.6905 subd. 26 MS 299F.055 MS 299F.056		
Child Abuse Report Records	Principles regarding data pertaining to a report, case, assessment or investigation of child abuse.	Private Confidential	MS 13.871 subd. 6(b) MS 13.82 subd. 8&9 MS 626.556		
Corrections and Detention Data	Principles regarding data on individuals created, collected, used or maintained because of their lawful confinement or detainment in state reformatories, prisons and correctional facilities, municipal or county jails, and all other correctional and detention facilities.	Public Private Confidential	MS 13.85		
Crime Victim Notice of Release	All identifying information regarding the victim, including the victim's request and the notice provided by the commissioner or custodial authority, is classified as private data on individuals as defined in section <u>13.02, subdivision 12</u> .	Private	MS 13.871 subd. 5(a) MS 611A.06		
Criminal Gang Investigative Data System	Data in the criminal gang investigative data system are confidential data on individuals, but are accessible to law enforcement agencies and may be released to the criminal justice agencies.	Confidential	MS 13.6905 subd. 14 MS 299C.091		

Criminal History Data	Principles regarding criminal history data maintained by agencies, political subdivisions and statewide systems that identify an individual who was convicted of a crime, their offense, conviction, etc.	Public Private	MS 13.87
Criminal History Data – Discharge/Dismissal of Crime	Data pertaining to a not public record of a discharge/dismissal shall be retained by the Bureau of Criminal Apprehension for the purpose of use by the courts in determining the merits of subsequent proceedings against the person.	Not Public	MS 13.871 MS 609.3751 subd. 5
Data on Videotape Consumers	Principles regarding the disclosure of personally identifiable information concerning any consumer.	Private	MS 3251.02 subd. 2 MS 13.487 subd. 3
Detention Data	Principles regarding data on individuals created, collected, used or maintained because of their lawful confinement or detainment in state reformatories, prisons and correctional facilities, municipal or county jails, and all other correctional and detention facilities.	Public Private Confidential	MS 13.85
Diversion Program Data	Counties operating diversion programs under section 401.065 shall supply to the bureau of criminal apprehension the names of and other identifying data specified by the bureau concerning diversion program participants.	Private	MS 13.6905 subd. 18 MS 299C.46 subd.5
Domestic Abuse Data	Principles regarding all government data on individuals which is collected, created, received or maintained by police departments, sheriffs' offices or clerks of court pursuant to the Domestic Abuse Act, section <u>518B.01</u> .	Public Confidential	MS 13.80
E-Charging Data	Principles regarding the communication of credentialing, auditing, work flow, and routing data held by a government entity.	Private Nonpublic Confidential	MS 13.871 subd. 11 MS 299C.41
EMT or First Responder Misconduct Data	Principles regarding the submission of a good faith report to the board violations for alleged violations of sections <u>144E.001</u> to <u>144E.33</u> .	Protected Nonpublic Confidential	MS 13.383 subd. 2 MS 144E.305 subd. 3

Emergency Telephone Service	Each wire-line telecommunications service provider shall provide current customer names, service addresses, and telephone numbers to each public safety answering point within the 911 system.	Private	MS 13.202 subd. 6 MS 403.07 subd. 3&4
Explosives or Blasting Agents	Principles regarding data held by an issuing authority, local fire official, or law enforcement agency that indicate the applicant's place and time of intended use of explosives or blasting agents and place and means of storage of the explosives or blasting agents until such use.	Nonpublic	MS 299F.75 subd. 4
Firearms Data	All data pertaining to the purchase or transfer of firearms and applications for permits to carry firearms which are collected by government entities pursuant to sections <u>624.712</u> to <u>624.719</u> are private, pursuant to section <u>13.02, subdivision 12</u> .	Private	MS 13.87 subd. 2
Hazardous Substance Emergency	Principles regarding the provision of available material safety data sheets and hazardous substance notification reports at the request of other emergency response personnel.	Nonpublic	MS 13.6905 subd. 27 MS 299F.095 MS 299F.096 subd. 1
Health Data	Principles regarding data on individuals created, collected, received, or maintained by the Department of Health, political subdivisions, or statewide systems relating to the identification, description, prevention, and control of disease or as part of an epidemiologic investigation to protect the public health.	Private	MS 13.3805 subd. 1(a) 2 & (b)
Investigative Detention Data	Principles regarding government data created, collected, used or maintained by the state correctional facilities, municipal or county jails, etc. which if revealed, would disclose the identity of an informant.	Confidential	MS 13.86
Law Enforcement Data (Comprehensive)	Principles regarding all data created or collected by any agency which carries on law enforcement functions.	Public Private Nonpublic Confidential	MS 13.82 MS 259.10 subd. 2 MS 243.166 MS 299C.54

Peace Officer Discipline Procedures	Principles regarding witness statements and investigative reports.	Public Private Confidential	MS 13.871 subd. 6(p) MS 626.89 subd. 6 MS 13.43
Peace Officer Records on Juveniles	Principles regarding the maintenance and release of juvenile records.	Private	MS 13.875 subd. 2 MS 260B.171 subd. 5 MS 126.036
Peace Officer Reports on Accidents	Principles regarding the maintenance and release of accident reports.	Confidential	MS 169.09 subd. 13
Reports of Gunshot Wounds	The office of any sheriff and of any chief of police shall keep the report of a gunshot wound as a confidential communication and shall not disclose the name of the person making the report.	Confidential	MS 13.871 subd. 6(a) MS 626.53
Safe at Home Program Data	Principles regarding data collected, created, or maintained by the secretary of state related to applicants, eligible persons, and program participants.	Private	MS 5B.07 subd. 1
Sex Offender HIV Tests	Principles regarding the date and results of a test and those who may access/disclose such data.	Private	MS 13.871 subd. 5(b) MS 611A.19 subd. 2
Sexual Assault Crime Victims	No data contained in records or reports relating to petitions, complaints, or indictments issued pursuant to section <u>609.342</u> , <u>609.343</u> , <u>609.344</u> , <u>609.345</u> , or <u>609.3453</u> , which specifically identifies a victim who is a minor shall be accessible to the public.	Private	MS 13.871 subd. 3(e) MS 609.3471
Undercover Buy Fund	Principles regarding information within investigative files that identifies or could reasonably be used to ascertain the identity of assisted witnesses, sources, or undercover investigators.	Public Private Confidential	MS 13.6905 subd. 13 MS 299C.065 subd. 4
Use of Motor Vehicle to Patronize Prostitutes	Principles regarding the discovery, maintenance, and accessibility of data pertaining to the use of a motor vehicle during the commission of the offense.	Private	MS 13.871 subd. 3(c) MS 609.324 subd. 5

Videotapes of Child Abuse Victims	An individual subject of data may not obtain a copy of a videotape in which a child victim or alleged victim is alleging, explaining, denying, or describing an act of physical or sexual abuse without a court order.	Private Confidential	MS 13.821 MS 611A.90
Vulnerable Adult Report Records	Principles regarding data pertaining to a report, case, assessment or investigation of the maltreatment of vulnerable adults.	Private Confidential	MS 13.871 subd. 6(l) MS 626.557 subd. 12(b) MS 13.82 subd. 10&11