

MINNESOTA GOVERNMENT DATA PRACTICES ACT

INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Cottonwood County	Responsible Authority-Kelly Thongvivong Cottonwood County Coordinator	Planning and Environmental Services		
Nuisance complaint form and database	Recording name, address, telephone number of complainant and complaint, nature and action taken on complaint. This file may also include related photos.	Confidential Access granted only to individuals within the office whose work assignments require access.	M.S. 13.44 subd.1 M.S. 13.39 M.S. 13.03, subd.1	Alex Schultz, Planning and Zoning Technician
Complaint Form	Complaints from citizens regarding on-site sewer system malfunctions.	Confidential Private/Public after the case is closed. Access granted only to individuals within the office whose work assignments require access	M.S. 13.44, subd. 1 M.S. 13.39, subd. 1 M.S. 13.03, subd. 1	Alex Schultz, Planning and Zoning Technician
Complaint Form - Zoning	Identifies Individuals who register zoning violations.	Confidential Access granted only to individuals within the office whose work assignments require access	M.S. 13.43, subd. 4	Alex Schultz, Planning and Zoning Technician
Personnel data-general	Administer employment, including employee performance evaluations and training documentation.	Private Access granted only to individuals within the office whose work assignments require access	M.S. 13.43, Subd 4	Alex Schultz Planning and Zoning Technician
Job Application Forms	Personal Address, phone number, e-mail address	Private Access granted only to individuals within the office whose work assignments require access	M.S. 13.355, Sub. 1	Alex Schultz, Planning and Zoning Technician