

**MINNESOTA GOVERNMENT DATA PRACTICES ACT
INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Cottonwood County	Responsible Authority-Kelly Thongviong Cottonwood County Coordinator		Department/Division Human Resources	
Name of form, Record, File, System, or Process	Description (Purpose, what it collects, in terms Understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
Employee private file	All other documents containing private/confidential information.	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4	Kelly Thongviong County Coordinator
Employee personnel file	Performance appraisals	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4	Kelly Thongviong County Coordinator
Discrimination files	Information collected regarding discrimination suits filed against Cottonwood County	Private <i>(confidential depending on file status)</i> Access granted only to individuals within the office whose work assignments require access.	M.S. 13.39	Kelly Thongviong County Coordinator
Grievance files	All information collected on employees who have filed grievances per their union contracts against Cottonwood County	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4	Kelly Thongviong County Coordinator

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Recruitment files	Information collected on current and former applicants regarding recruitment for county employment: Veteran status Test scores Rank on eligibility lists Job history Education and training Work availability <i>NAMES of applicants shall be PRIVATE except when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position – for this purpose, finalist means an individual who is selected to be interviewed by the appointing authority prior to selection.</i>	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4	Kelly Thongviong County Coordinator
Recruitment files	Sexual exploitation records	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 5	Kelly Thongviong County Coordinator
Labor relations	All data used in the negotiation process, including work papers, closed session tapes, and county proposals <i>Once presented to the bargaining table and presented to the County Board, the county proposals would become PUBLIC</i>	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.37, subd. 2 M.S. 13D.03	Kelly Thongviong County Coordinator

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Benefits enrollment forms	Enrollment in insurance benefits and flex spending accounts, premium deductions, birth date, address, phone number	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4	Kelly Thongviong County Coordinator
Insurance applications	Insurance benefits, social security number, home address, age, gender, marital status, home phone, dependent information, general health statement	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelly Thongviong County Coordinator
Worker's compensation First Report of Injury Employee statement of injury Rehabilitation progress reports	Reporting of on-the-job-injury, social security number, home address, home phone, gender, birth date, marital status, treating physicians, nature of injury	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelly Thongviong County Coordinator
Annual basic life insurance evaluation files	Increases in basic life coverage – sent to life insurance carrier – social security number	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4	Kelly Thongviong County Coordinator

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Worker's compensation cost analysis report file	Reports from insurance carrier, monthly claims filed, social security number, nature of injury, injury date, gender, age, records of payments – current month, ytd., projected future costs	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelly Thongvivong County Coordinator
LTD claim files	Files on claims for LTD benefits	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4	Kelly Thongvivong County Coordinator
Unemployment claim files	Contains copies of employer responses, determination from D.E.S., social security number on employee	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43 M.S. 13.355, subd. 1	Kelly Thongvivong County Coordinator
Computer personnel screens master file	All containing data such as social security number, home address, birth date, gender, race, marital status, union status, tax dependents, social security/retirement status	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelly Thongvivong County Coordinator

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Salary negotiation cal.	Used to cost negotiation packages	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.37	Kelly Thongviong County Coordinator
Controlled substance testing records	Documents pertaining to controlled substance tests	Private Access granted only to individuals within the office whose work assignments require access	M.S. 181.954, subd. 2	Kelly Thongviong County Coordinator
Internal Investigation Files	Information collected regarding policy violations	Private Confidential <i>(Depending on file status)</i> Access granted only to individuals within the office whose work assignments require access	M.S. 13.43, subd. 2, 4, 8, 11, 12, 15 M.S. 13.39	Kelly Thongviong County Coordinator
Requests for reasonable accommodation	Information regarding disability status and accommodation requested supported by health care provider, verification of disability, and need of accommodation	Private Access granted only to individuals within the office whose work assignments require access	M.S. 13.43, subd. 4	Kelly Thongviong County Coordinator

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Family and medical leave of absence files	Information of a medical nature, including health care provider verification of condition	Private Access granted only to individuals within the office whose work assignments require access	M.S. 13.43, subd. 4	Kelly Thongviong County Coordinator
Insurance reports: Showing amounts of claims by Individual Vehicle accidents/claims	Reports showing employee name, injury date, and social security number, type of injury/damage and total reserve and paid Data on an accident, including names, addresses, phone numbers, insurance coverage and number, accident and damage description while in active litigation or investigation	Private Access granted only to individuals within the office whose work assignments require access Private Access granted only to individuals within the office whose work assignments require access	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1 M.S. 13.39	Kelly Thongviong County Coordinator
Medical tests (i.e. hearing, lead, respiratory)	Employee name, phone number, test results, and clinic recommendations	Private Access granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4	Kelly Thongviong County Coordinator

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Internal emergency management plan	Entire internal emergency management plan that includes emergency procedures, incident response team, and continuity of operations plan	Security Data (Private) Security Data (Nonpublic) Access granted only to individuals within the office whose work assignments require access	M.S. 13.37 M.S. 13.37	Kelly Thongvivong County Coordinator
Employee emergency act sheets	Emergency contact information	Private Access granted only to individuals within the office whose work assignments require access	M.S. 13.43, subd. 4	Kelly Thongvivong County Coordinator