



DATA PRACTICES POLICY

Purpose

Minnesota Statutes, Chapter 13, known as Minnesota Government Data Practices Act (MGDPA), and the City Charter, Chapter 12 govern all data and similar information collected, created, received, maintained, or disseminated by the City of Fridley (City). Generally, the MGDPA presumes that all Government Data are public unless a State or Federal law provides for a different classification. It also requires the City to prepare a written data access policy and update it at least annually, if needed.

The MGDPA provides that the City must maintain all Government Data in a manner that makes it easy for public inspection and access. The MGDPA regulates what information may be collected, who has access to that information, the duties of government personnel in administering its provisions, procedures for access to and classifying data, civil penalties for violations and the fees associated with fulfilling any request for Government Data. This Data Practices Policy (Policy) addresses both public and non-public data procedures as required by the MGDPA and Advisory Opinions offered by the Minnesota Department of Administration and other State agencies, as applicable.

Government Data

Pursuant to Minnesota Statutes (M.S.) § 13.02, subd. 7, Government Data means all data collected, created, received, maintained, or disseminated by any government entity regardless of its physical form, storage media or conditions of use. Government Data does not include mental impressions.

Responsibility

The Responsible Authority is an individual designated by the City Council responsible for the collection, use, and dissemination of any set of data on individuals, Government Data, or summary data, unless otherwise provided by State law. The City Council may, by resolution, designate any full-time, regular employee as the Responsible Authority for the City. By written order, the Responsible Authority may further designate any City employee(s) as their designee to maintain Government Data, and to receive and comply with requests for the same. The Responsible Authority may designate certain staff to receive and respond to requests for Government Data on their behalf. They may also appoint Data Practices Compliance Officials (DPCO) to answer questions regarding this Policy.

Classification of Data

The MGDPA establishes a system of classifications that define who is legally authorized to access Government Data. This classification structure is defined in M.S. § 13.02 and generally classifies data into three classifications: data on individuals, data not on individuals and data on decedents. These classifications each have three subcategories that determine who can access the data. The chart on the next page sets out the framework for classification and access. Any data classified or defined in this Policy shall be defined as below or as found in Minnesota Statutes, Chapter 13.

Government Data Classification and Access			
Data on Individuals	Data not on Individuals	Data on Decedents	Access?
Public	Public	Public	Anyone
Not Public			
Private	Non-Public	Private	Data subjects and government employees and officials with a business need to know.
Confidential	Protected Non-Public	Confidential	Only government employees and officials with a business need to know.

Data on Individuals

Data on individuals means “all Government Data in which any individual is or can be identified as the subject of that data unless the appearance of the names or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.” There are three types of data on individuals: public, private and confidential.

- *Public data* is anything not classified by State statute, Federal law, or temporary classification as either private or confidential.
- *Private data* is data on individuals that is expressly classified as private by State statute, Federal law, or temporary classification. Private data is not accessible to the public but may be accessed by the subject of the data, individuals within the City whose work assignments reasonably require access, outside entities or agencies that are authorized by State or Federal law and entities or individuals given access by the express written direction of the data subject.
- *Confidential data* is data on individuals that is expressly classified as confidential by State statute, Federal law, or temporary classification. Confidential data is not accessible to the public or the subject of the data and access is limited to individuals within the City whose work assignments reasonably require access or outside entities and agencies authorized by State or Federal law.

Data Not on Individuals

Data not on individuals means “all Government Data that is not data on individuals.” There are three types of data not on individuals: public, non-public and protected non-public.

- *Public data not on individuals* is accessible to anyone for any reason.
- *Non-public data not on individuals* is accessible only to the subject of the data (if there is one) and is not accessible to the public.
- *Protected non-public data not on individuals* is not accessible by either the subject of the data or the public.

Data on Decedents

Data on decedents is not specifically defined in the MGDPA but is generally considered to be data related to an individual who is no longer living. There are three types of data on decedents.

- *Public data on decedents* is accessible by anyone for any reason.
- *Private data on decedents* is accessible by the representative of the decedent, but not accessible to the public.
- *Confidential data on decedents* is not accessible by either the representative of the decedent or by the public. Private and confidential data on decedents becomes public ten years after the actual or presumed death of an individual and 30 years have lapsed from the creation of the data. An individual is presumed dead after 90 years have elapsed since either the creation of the data or the individual's birth, whichever is earlier.

Temporary Classifications

The City may apply to the Commissioner of the Department of Administration to temporarily classify specific data or types of data as not public until a proposed State statute, rule and/or advisory opinion is given. The application for temporary classification is public.

Data Requests

Pursuant to the MGDPA, the City must prepare a policy and documents for procedures to facilitate public access to Government Data. This Policy establishes such documents and procedures. It is the Responsible Authority's duty to respond to data requests and must allow access to or provide copies of Government Data upon request and must provide the specific statutory authority when access is denied.

Rights as a Data Subject

If the requestor of a data request is the subject of the data, the MGDPA gives the requestor certain rights. An individual person who is the subject of Government Data has the right to inspect, free of charge, any public and private data that the City maintains. If copies are requested, a fee may be charged. The Data Practices Request Form (Appendix B) must be submitted to the City Clerk's Office to initiate a data request. The Responsible Authority, or their designee, shall require proof of identification to verify the requestor is the subject of requested Government Data pursuant to M.S. § 13.05 subd. 12.

Standing Requests

The City may not prohibit or refuse a standing request for data. However, the City will limit the duration of a standing request to one year from the application. The City will require the requestor to complete a new Data Practices Request Form for each iteration of a standing request.

Public Data Requests

To inspect data or request copies of data that the City maintains, a written request must be submitted in a form as required by the City in Appendix B. The City may modify this form as needed. A completed form must be submitted to the Responsibility Authority, or their designee. Requests may be submitted in-person or via mail, facsimile, or email.

The City cannot require a requestor to identify themselves or explain the reason for a data request. However, depending on how the requestor wishes to receive the data, the City may need some information about the requestor. If the requestor chooses not to provide any identifying information, staff will provide them with contact information so they may check on the status of the request. In addition, if the City does not understand the request and has no way to contact the requestor, it will not be able to process the request.

How the City Will Respond to a Data Request

Upon receiving a request, the Responsible Authority will process the request. If the City does not have the data being requested, the requestor will be notified as soon as reasonably possible. If the City does have the data being requested, but the data is not available to the public, it will notify the requestor as soon as reasonably possible and cite the specific statute(s) that classify any such data.

If the City has the data that is requested and the data are public, the Responsible Authority, or their designee, will respond to the request appropriately and within a reasonable amount of time by doing one of the following:

1. Arrange a date, time, and place to inspect data, for free, if the requestor wishes to inspect the data;
2. Provide the requestor with paper copies of the data if requested (a mailing address may be required if the requestor asks for any data be mailed); or
3. Email requested data to the requestor.

The MGDPA does not require the City to create or collect new data in response to a data request or to provide data in a specific form or arrangement if the City does not keep the data in that form or arrangement. In addition, the MGDPA does not require the City to answer questions that are not requests for data.

If the requestor is the subject of the data, the City must respond within 10 business days of the request, excluding Saturdays, Sundays and City holidays. If the requestor is not the subject of the data, the City must respond in an appropriate and prompt manner, which is within a reasonable amount of time depending on the nature and extent of the request. The Responsible Authority, or their designee, will communicate with the requestor regarding the nature of the request and what an appropriate response time may be.

Requests for Summary Data

Pursuant to M.S. § 13.02, subd. 10, Summary Data “means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.” The preparation of summary data is not a means to gain access to private or confidential data. The City will prepare summary data if it is requested on the Data Practices Request Form, and if the requestor pre-pays for the cost of creating the data. Upon receiving a written request, the City will respond within an appropriate time with the data or details of when the data will be ready and how much the City will charge.

Pursuant to M.S. § 13.05, subd. 7, the City may contract with an outside entity to prepare summary data. All rules and regulations for hiring such an outside entity will be followed according to Minnesota Rules (M.R.) 1205.0700. Any costs incurred in the preparation of summary data will be borne by the requesting party. The City will communicate with the requestor and follow all directives for calculating fees found in M.R. 1205.0300.

Fees

Minnesota Statutes § 13.03 provides that, if a person requests copies or electronic transmittal of public data, and the requestor is not the subject of the data, the Responsible Authority, or their designee, may require the requestor to pay a fee, which will be calculated using one of the methods below. Regardless of which method is used, the City may not charge for separating public data from not public data.

The Responsible Authority may, through administrative policy, choose to not charge for requests up to a predetermined amount, which may be revised not more than annually.

Fee Calculation Method No. 1.

If 100 or fewer pages of black and white, letter or legal-size paper copies are requested, the City will charge a per-page fee of not more than 25 cents for each page copied (i.e., 50 cents for a two-sided copy). The City is authorized to charge only the per-page fee and cannot require the requestor to pay any of the cost listed in Fee Calculation Method No. 2. This provision shall 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 No. 2.

In all other circumstances, including requests to provide data via email or facsimile, the City may require the requestor 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. Additional criteria for determining copy costs using Method No. 2 are set forth in M.R. 1205.0300, subpart 4. The City will not charge a minimum fee but reserves the right to calculate the cost to respond to the request.

The City may not assess a fee for labor costs (e.g., wages, benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed.

Generally, the cost, as determined by the City, may include the following:

- Staff time required to
 - Retrieve documents;
 - Sort and label documents, only if necessary, to identify the data to be reproduced;
 - Remove staples or paper clips;
 - Take documents to copiers for copying; and
 - Copy/print documents.
- Materials (e.g., paper, copier ink, staples, magnetic tapes, video tapes, audio cassettes).
- Special costs associated with making copies from computerized data, such as writing or

- modifying a computer program to format data.
- Mailing, shipping and delivery costs.
- Vehicle costs directly involved in transporting data to the appropriate facility when necessary to provide copies.
- Preparation of summary data pursuant to M.R. 1205.0700 and M.R. 1205.0300.

Generally, the cost, as determined by the City, may not include the following:

- Purchase or rental of copier/printer.
- Maintenance of copier/printer.
- Normal operating expenses of computer/copier, including electricity used, and machine wear.
- Depreciation of equipment.
- 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 requestor (i.e., explain content and meaning of data);
 - Prepare data for mailing;
 - Prepare cover letter, fax sheet or invoice for copies; and
 - Credit payment and perform other associated accounting functions.
- Administrative costs that are not related to reproducing data.
- 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 or prints are requested.

Not Public Data

Minnesota Statute § 13.02 subd. 8a defines Not Public Data as “any government data classified by statute, or federal law, or temporary classification as confidential, private, non-public, or protected non-public.” As a part of this Data Practices Policy, the City is required to prepare an inventory of all private and confidential data on individuals that is maintained by the City

Data Inventory

Minnesota Statutes § 13.025, subd. 1, requires the City to prepare a data inventory identifying and describing all not public data on individuals maintained by the City. The City has identified all not public data it reasonably understands to be in its possession.

Employee Access to Information

Minnesota Statutes § 13.05, subd. 5, requires the City to identify the employees who have access to not public data. The City has met this requirement by incorporating employee access listed in the

Not Public Data Inventory (Appendix A), in the employee's position description, or both. This Policy limits access to not public data to employees and their supervisors whose work assignment reasonably requires access to the data. In the event of a temporary duty as assigned by a manager or 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 the Not Public Data Inventory, the Responsible Authority, their designee(s), the DPCOs, the City Manager, the City Clerk, the City Attorney, and the Information Technology Manager and their applicable deputies and assistants may have access to all not public data maintained by the City, or a Department Director for not public data maintained by their respective department. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Data Sharing with Authorized Entities or Individuals

State or Federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a State or Federal law or regulation allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings or the City will obtain the individual's informed consent through a release of information provided by the City (Appendix C). Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring Not Public Data are not Accessed Without a Work Assignment

Within the City, departments may assign tasks by employee or by job classification. Each department shall ensure that all not public data are secure and are only made available to employees with a valid work reason to access the data in accordance with this Policy and applicable law. This Policy also applies to departments that share workspaces with other departments within the City where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, implementing password protections for not public electronic data;
- Password protecting employee computers and locking computers before leaving workstations;
- Discussing not public data only with authorized personnel and ensuring such conversations are not audible to unauthorized parties;
- Securing not public data within locked workspaces and in locked file cabinets; and
- Shredding not public documents before disposing of them.

Penalties for Unlawfully Accessing Not Public Data

The City will utilize penalties for unlawful access to not public data as provided for in M.S. § 13.09, if necessary. Any employee unlawfully accessing not public data or violating applicable sections of this Policy or applicable laws may be subject to disciplinary action, up to and including involuntary termination. The City may also refer such violations to the appropriate authorities, which may pursue other legal actions.

Not Public Data Inventory

Pursuant to M.S. § 13.025 the City has compiled a list of all not public data that is collected and maintained by individual departments. The inventory includes a description of the data, the data's typical classification, the statutory citation which directs the data's classification, and a list of City staff who have access to each not public data item.

City Management				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
City Commission & Committee Appointment Files	Applications until official appointment	Private	M.S. 13.601	City Manager, Assistant to the City Manager, Staff Liaison, City Clerk, Deputy City Clerk
City Manager's Report	Update from the City Manager to members of the City Council	Private	M.S. 13.601	City Manager, Assistant to the City Manager, City Clerk
Federal Contracts	Agreements, contracts	Private/Non-Public	M.S. 13.35	City Manager, Assistant to the City Manager, Finance Director, Assistant Finance Director

City Attorney				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Civil Legal Action	Pending or ongoing civil legal case files and work product	Protected Non-Public	M.S. 13.39	City Manager, Assistant to the City Manager, City Clerk, City Attorney, and certain employees on an as needed basis as part of a specific work assignment.

City Clerk				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Absentee Ballot Application	Application submitted to receive an Absentee Ballot	Public Private	M.S. 13.37 M.S. 203B.04	City Clerk, Deputy City Clerk, Assistant to the City Manager, Absentee Ballot Board
Ballots	Absentee ballots, voted and rejected ballots	Public Private	M.S. 13.37	City Clerk, Deputy City Clerk, Assistant to the City Manager, Absentee Ballot Board

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Data Practices Requests	In-writing request forms submitted pursuant to the Minnesota Government Data Practices Act	Public Private	Various	City Manager, Responsible Authority, Data Practices Compliance Official, City Clerk, Deputy City Clerk, and certain employees on an as needed basis as part of a specific work assignment
Data Practices Responses	Responsible Authority responses to written requests pursuant to the Minnesota Government Data Practices Act	Public Private	Various	City Manager, Responsible Authority, Data Practices Compliance Official, City Clerk, Deputy City Clerk, and certain employees on an as needed basis as part of a specific work assignment

Community Development				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Building Inspections				
Applications	Permit applications and summary data – includes building permits and business permits	Public Private	M.S. 13.37	City Manager, Community Development Director, Planning Manager, Building Inspector, Planner, Permit Coordinator, Public Works Director, Public Works Administrative Assistant, City Engineer, Assistant City Engineer
Building Plans Commercial and Industrial	Architectural, design specifications, structural and utility plans, security plans and trademark information.	Public Private Non-Public	M.S. 13.37 subd. 1b; M.S. 541.051	City Manager, Community Development Director, Planning Manager, Building Inspector, Planner, Permit Coordinator, HRA Assistant Executive Director, Public Works Director, City Engineer, Assistant City

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				Engineer, Utilities Staff, City Forester, Environmental Planner, certain employees on an as needed basis as part of a specific work assignment
Building Plans Residential	Architectural, design specifications, structural and utility plans	Public Private Non-Public	M.S. 13.37 subd. 1b	City Manager, Community Development Director, Planning Manager, Building Inspector, Planner, Permit Coordinator, Public Works Director, City Engineer, Assistant City Engineer, Utilities Staff, City Forester, Environmental Planner, certain employees on an as needed basis as part of a specific work assignment
Business Registrations and Licensing				
Applications	Permit applications and summary data – includes building permits and business permits	Public Private	M.S. 13.37	City Manager, Community Development Director, Planning Manager, Building Inspector, Planner, Permit Coordinator
Planning/HRA				
Community Development Block Grant (CDBG) Application and Loans	Annual breakdown of city applications and supporting materials or services	Public Private	M.S. 13.462	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planner, Environmental Planner, Neighborhood Preservation Specialist, Rental Inspector
HRA Project Management & Rental Agreements	Rent rolls, schedules, tenant income related to Title II	Public Private	M.S. 13.44; M.S. 13.462	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planner,

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				Environmental Planner, Neighborhood Preservation Specialist, Rental Inspector
Nuisance Complaints	Complaints from citizens about the use of real property	Public Private Confidential	M.S. 13.44	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planner, Environmental Planner, Neighborhood Preservation Specialist, Rental Inspector, Public Works Director, Public Works Administrative Assistant, City Engineer, Assistant City Engineer, certain employees on an as needed basis as part of a specific work assignment
Property Acquisition	Deeds, contracts, correspondence, purchase valuation data, agreements, property data – includes real property appraisal information	Public Confidential Protected Non-Public	M.S. 13.44; M.S. 13.585	City Manager, City Clerk, Community Development Director, HRA Director, HRA Assistant Executive Director, Planner, Environmental Planner, Neighborhood Preservation Specialist, Rental Inspector, Public Works Director, City Engineer, Assistant City Engineer, Public Works Administrative Assistant
Permits and Licenses				
Applications	Permits and license applications and summary data – includes building permits, contractor and rental licenses	Public Private	M.S. 13.37	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planner, Environmental Planner,

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				Neighborhood Preservation Specialist, Rental Inspector, Building Inspector, Planner, Permit Coordinator
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Community Services				
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Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Recreation Department & Springbrook Nature Center				
Commissioner Files	Applications, name, address, history, vet status, telephone number, employment history, volunteer work, awards, honors, complaints, charges	Public Non-Public	M.S. 13.601	City Manager, Community Services Employee Resources Director, Recreation Division Manager, Springbrook Nature Center Director, Customer Service Representatives, Assistant to the City Manager
Exhibitor Data	Registration forms, contact information, business data	Private	M.S. 13.55 subd. 3	City Manager, Community Services Employee Resources Director, Recreation Division Manager, Springbrook Nature Center Director, Customer Service Representatives, Public Works Director, Public Works Parks and Facility Managers, certain employees on an as needed basis as part of a specific work assignment
Facility Usage	Application, event details, terms of rentals, responses	Non-Public	M.S. 13.55 subd. 1	City Manager, Community Services Employee Resources Director, Recreation Division Manager, Springbrook Nature Center Director, Customer Service Representatives, Program Coordinators,

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				Public Works Director, Public Works Parks and Facility Managers, certain employees on an as needed basis as part of a specific work assignment
Fee Waiver Sheets	Information about low-income participants	Private	M.S. 13.462	City Manager, Community Services Employee Resources Director, Recreation Division Manager, Springbrook Nature Center Director
Grants	Applications	Non-Public until published	M.S. 13.599	City Manager, Community Services Employee Resources Director, Recreation Division Manager, City Clerk, Springbrook Nature Center Director, Customer Service Representatives, Public Works Director, City Engineer, Assistant City Engineer, Engineering Technician, Public Works Managers, Public Works Administrative Assistant, Environmental Planner
Mailing Lists	A list of program participants	Private	M.S. 13.548	City Manager, Community Services Employee Resources Director, Recreation Division Manager, Springbrook Nature Center Director, Customer Service Representatives
Private Donor Gift Data	Solicitation letters, proposals, pledge cards	Private and Non-Public	M.S. 13.792	City Manager, Community Services Employee Resources Director, Recreation Division Manager,

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				Springbrook Nature Center Director, Customer Service Representatives
Registration Forms	Registration forms completed by participants or on behalf of participant	Public Private	M.S. 13.57	City Manager, Community Services Employee Resources Director, Recreation Division Manager, Springbrook Nature Center Director, Customer Service Representatives
Scholarships	Names, applications, amounts, income	Private	M.S. 13.548	City Manager, Community Services Employee Resources Director, Recreation Division Manager, Springbrook Nature Center Director, Customer Service Representatives
Marketing & Communications				
Lodging Tax Data	List of taxpayer identification data, collected	Non-Public	M.S. 13.495	City Manager, Community Services Employee Resources Director, Marketing Manager; Finance Director; Assistant Finance Director, Accountant
Mailing Lists	A list of participants	Private	M.S. 13.548	City Manager, Community Services Employee Resources Director, Marketing Manager; and certain employees on an as needed basis as part of a specific work assignment

Employee Resources				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
I-9 Employee Eligibility Verification	Verification of status of citizenship or naturalization	Private	M.S. 13.43	City Manager, Employee Resources Manager, Employee Resources

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				Administrative Assistant
Affirmative Action Files	Sexual harassment and discrimination; Supplemental personnel data from job application; Copies of reports sent to Human Rights Commission	Public Private Confidential	M.S. 13.39; M.S. 13.43	City Manager, Community Services Employee Resources Director, Employee Resources Manager
Applications for Persons on Eligibility List/Register	Applications, resumes, letters of recommendation, police background investigations, etc. If hired, application becomes part of personnel file.	Public Private	M.S. 13.43	City Manager, Employee Resources Manager, Director of Public Safety, Deputy Director of Public Safety, Employee Resources Administrative Assistant, Office Coordinator of Public Safety, Public Works Director, Finance Director, Director of Community Development, certain employees on an as needed basis as part of a specific work assignment
Benefit Enrollment Forms	Employees' medical, dental, deferred compensation, etc. election forms	Private	M.S. 13.43	City Manager, Community Services Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant, Payroll Coordinator
Department of Labor	Complaints, alleged violations of FLSA	Private	M.S. 13.79	City Manager, Community Services Employee Resources Director, Employee Resources Manager, Finance Director
Drug and Alcohol Testing Results	Includes commercial driver's licenses, controlled substance test results, driver's evaluations, pre-	Public Private	M.S. 13.43	City Manager, Community Services Employee Resources Director, Employee Resources Manager,

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	placement drug test results			Employee Resources Administrative Assistant
Employee Medical Records	Information relating to the health status of an employee which is made or maintained by a physician, nurse or other health care personnel	Public Private	M.S. 13.43	City Manager, Community Services Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant
Examination File	Completed exams administered to applicants & promotional exams administered to employees	Private	M.S. 13.43	City Manager, Public Safety Director, Deputy Director of Public Safety, Employee Resources Manager, Employee Resources Administrative Assistant, Public Works Director, Finance Director, Community Development Director, certain employees on an as needed basis as part of a specific work assignment
Family Medical Leave Document	Employee application information for family medical leave	Private	M.S. 13.43	City Manager, Community Services Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant, Public Safety Director, Director of Public Works, Finance Director, Community Development Director, certain employees on an as needed basis as part of a specific work assignment
First Report of Injury	Claims for injuries, injury report, supervisor's report	Private	M.S. 13.43	City Manager, Assistant to the City Manager, Community Services Employee Resources Director,

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				Employee Resources Manager, Employee Resources Administrative Assistant, applicable supervisor(s), Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Manager, Assistant to the City Manager, Employee Resources Administrative Assistant
Grievance Files	Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules and received by the city.	Public Private	M.S. 13.43	City Manager, Community Services Employee Resources Director, Employee Resources Manager, Public Safety Director, Public Works Director, Finance Director, Community Development Director, certain employees on an as needed basis as part of a specific work assignment
Infectious Disease & Occupational Exposure Files	Files on each employee dealing with safety & training on diseases such as hepatitis and AIDS. (not in personnel file)	Public Private	M.S. 13.43	City Manager, Employee Resources Manager, Employee Resources Administrative Assistant, Public Safety Director, Public Safety Office Coordinator, Public Works Director, Director of Finance, Community Development Director, certain employees on an as needed basis as part of a specific work assignment

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Long Term Disability	Claims filed by employee for a long-term disability insurance program	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Payroll Coordinator, Community Services Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant
OSHA Reports	Incident Reports and Annual Summary or any information concerning employee exposure to toxic substances or harmful physical agents.	Public Private	M.S. 13.43	City Manager, Community Services Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant, Assistant to the City Manager
Personnel Data and File	Applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. on employees, volunteers, independent contractors; labor relations information	Public Private	M.S. 13.43; M.S. 179A.03 subd. 4	City Manager, Community Services Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant, Public Safety Director, Public Works Director, Finance Director, Community Development Director, certain employees on an as needed basis as part of a specific work assignment
Recruitment Files	Records relating to posting, recruitment, selection and appointment to each city position.	Public Private	M.S. 13.43	City Manager, Employee Resources Manager, Employee Resources Administrative Assistant, Payroll Coordinator, Public Safety Director, Public Works Director, Finance Director, Community Development Director,

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				certain employees on an as needed basis as part of a specific work assignment
Retirement Data	PERA forms, applications, beneficiaries, addresses, DOB, direct dep., tax withholding	Private	M.S. 13.63	City Manager, Community Services Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant, Payroll Coordinator
Salary surveys	Surveys from consulting firms, non-profits, associations or other employers	Non-public	M.S. 13.435	City Manager, Community Services Employee Resources Director, Finance Director; Employee Resources Manager
Short Term Disability	Claims filed by employee for a short-term disability Insurance	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Payroll Coordinator, Community Services Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant
Social Security Numbers	Social Security numbers assigned to individuals	Private	M.S. 13.355	City Manager, Community Services Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant, Assistant to the City Manager, Finance Director; Payroll Coordinator
Undercover law enforcement assignment	Application or assignment	Private	M.S. 13.43 subd. 5	City Manager, Public Safety Director, Public Safety Office Coordinator, Employee Resources Manager

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Unemployment Claims or Compensation	Claim and compensation information for unemployment	Public Private	M.S. 13.43	City Manager, Community Services Employee Resources Director, Employee Resources Manager, Payroll Coordinator, Employee Resources Administrative Assistant
Wage Assignments	Letters, correspondence	Public Private	M.S. 13.43	City Manager, Community Services Employee Resources Director, Employee Resources Manager, Payroll Coordinator, Employee Resources Administrative Assistant, Public Safety Director, Public Works Director, Finance Director, Community Development Director, certain employees on an as needed basis as part of a specific work assignment
Workers Compensation Claims	Claims for injuries, injury reports and correspondence.	Private	M.S. 13.43; M.S. 176.231	City Manager, City Manager, Assistant to the City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Manager, Employee Resources Administrative Assistant

Finance				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Assessing				
Special Assessment Deferment Application	Information for verifications of income, ownership, etc.	Private Non-Public	M.S. 13.51 subd. 2; M.S. 13.52	City Manager, Finance Director, City Assessor, Accounting Specialist

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Green Acre Land & Agriculture Preserve Applications	Forms submitted by property owners to qualify for green acres and/or agriculture preserve classifications, usually to obtain a tax break	Public Private	M.S. 13.49	City Manager, Finance Director, City Assessor
Bonds				
Bond & Interest Coupon Register	Information pertaining to bond	Private Non-Public	M.S. 475.55	City Manager, Finance Director, Assistant Finance Director, Accountant
Finance				
Audit Reports – External	Reports based on private companies for the review of tax payments	Non-Public	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Accountant, Accounting Specialist
Audit Reports – Internal	Reports based on the agencies’ internal operations	Non-Public	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Accountant, Accounting Specialist
Automatic Payment Plan Authorization Form	Completed form and supporting document allowing for automatic payment	Public Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Accounting Specialist, Utility Billing Clerk
Checks (Accounts Receivable)	Checks received from customers submitted electronically to financial institution	Public Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator
Checks (Canceled & Voided) Payroll	Paid and returned payroll checks	Public Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director; Accounting Technician, Insurance and Payroll Coordinator
Credit Card Receipts	Merchant copy of credit card receipts	Public Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Accountant, Customer Service Representative, Utility Billing Clerk
Grants	Miscellaneous grant programs and stipulations	Public unless specified by another	M.S. 13.35; M.S. 13.599	City Manager, Finance Director, Assistant

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		governmental agency		Finance Director, Accountant
Unclaimed Property Records (Sent to State)	Includes checks not cashed	Public Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Accountant
Insurance – Liability/Workers Compensation				
Claims	Claims that are filed by or against the city.	Public Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator
Payroll				
Payroll Forms	Change Form, Garnishments, Pension and Retirement Reports, PERA Reports, Time Sheets, Vacation & Leave Requests, W-2, W-3, W-4, 1099.	Public Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Manager, Employee Resources Administrative Assistant
Payroll Reports	Payroll history, payroll journal, payroll ledger, state withholding, federal withholding and FICA Reports	Public Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Manager, Employee Resources Administrative Assistant
Unemployment Claims or Compensation	Claim and compensation information for unemployment	Public Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Manager, Employee Resources Administrative Assistant
Wage Assignments	Letters, correspondence	Public Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Manager, Employee Resources

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				Administrative Assistant
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Fire				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Arson Reports and Investigations	Information pertaining to arson	Public Confidential	M.S. 13.82 subd. 7; M.S. 13.83	Director Public Safety, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Marshall, Administrative Assistant, certain employees on an as needed basis as part of a specific work assignment
Fire Relief Association	Financial records	Public Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Inspector, Director of Finance, Assistant Director of Finance
Voluntary Permission & Consent to Search and Seize	Obtains permission to seize evidence for determining origin of fire	Confidential until investigation is closed.	M.S. 13.32	Public Safety Director, Safety, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Marshall, all full-time and part-time Fire Department staff

Police				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
911 Recordings	Audio recordings	Public Private	M.S. 13.82 subd. 3a	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, certain employees on an as needed basis as part of a specific work assignment

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Arrest & Charge	Audio and video recording determined to have evidentiary value where suspects have been arrested, issued citations and/or a report has been forwarded to the prosecutor for a charging decision.	Public/Private Confidential	M.S. 13.82 subd. 10; M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, certain employees on an as needed basis as part of a specific work assignment
Audio/Video/Digital Training	Determined to have value for future training sessions	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, certain employees on an as needed basis as part of a specific work assignment
Background Check	Local records check on individual (i.e., employment, adoptions)	Non-Public	M.S. 13.43 subd. 12; M.S. 626.87	Public Safety Director, Deputy Director of Public Safety, Supervisors, Employee Resources Manager, Employee Resources Administrative Assistant
Case Files/Offense Reports Adult	Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, ICR's, statistical data, and other pertinent data.	Public/Private	M.S. 13.82 subd. 3a	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, certain employees on an as needed basis as part of a specific work assignment
Case Files/Offense Reports - Juvenile	Includes individual's name, date of birth, time of occurrence, and place of action, description of what happened, location, whether any weapons	Non-Public Private Confidential	M.S. 13.82; M.S. 260.171	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, certain

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	were used, and other pertinent data			employees on an as needed basis as part of a specific work assignment
Certification for Peace Officer for State Aid Application	State form PA-1	Public/Private	M.S. 13.43	City Manager, Public Safety Director, Deputy Director of Public Safety; Finance Director; Employee Resources Manager; Insurance and Payroll Coordinator
Dangerous/Potentially Dangerous Dogs	Information on potentially/dangerous dogs	Public/Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, City Clerk, Deputy City Clerk, Supervisors, Detectives, responding officer, Support Lieutenant, certain employees on an as needed basis as part of a specific work assignment
Death Investigation	Any case file or any investigation involving a death	Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, certain employees on an as needed basis as part of a specific work assignment
Department Payroll and Leave Information	Information collected by police department before sending to payroll	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Command Staff, Community Services and Employee Resources Director, Employee Resources Manager
Dictated & Audio Recorded Reports	Audio recordings of the officer's report transcribed into written report.	Public/Private	M.S. 1382; M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Detectives, Police Technicians

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Digital Transcription System Recording	Statements taken from victims, witnesses, suspects, et. al.	Public/Private	M.S. 13.82; M.S. 206B.171	Public Safety Director, Deputy Director of Public Safety, Detectives, Police Technicians
E-Reports – Officer Reports	Field copy of police report	Public/Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, certain employees on an as needed basis as part of a specific work assignment
Emergency Plan	Emergency Operations Plan	Public/Private	M.S. 13.37	City Manager, Public Safety Director, Deputy Director of Public Safety, Supervisors, Public Works Director, City Engineer, Assistant City Engineer, Public Works Managers, Public Works Leadpersons, certain employees on an as needed basis as part of a specific work assignment
Evidence/Property Logs and Inventory Reports	Property which has been found, confiscated, seized, etc.	Public/Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Evidence Clerk
Expunged Records	Case file, which may include ticket, arrest report, legal documents, photos, etc. and Notice of Expungement	Private Confidential	M.S. 609A.01	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant
Fingerprint Cards	Sworn officers and police personnel; janitors or persons accessing secured areas without supervision	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Office Coordinator
Firearm Application Permits/Transfers	Includes application to purchase a copy of the firearm permit to carry	Private	M.S. 13.87	Public Safety Director, Deputy Director of

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				Public Safety, Records Technician
Fridley Municipal Building Security Card/Key Authorization	Applications for security access to city facilities	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant
Fridley Police Association Records	Financial records and membership fees	Public/Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Association Treasure
Homicides	Audio & video recordings containing information regarding any homicides	Public Confidential	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, certain employees on an as needed basis as part of a specific work assignment
Incident Reports	Adult/Juvenile: includes date, time, place of action, any resistance encountered, any pursuit engaged, whether any weapons were used, the charge, arrest or search warrants or legal basis for action, the identities of agencies, units within agencies and individual persons taking the action; whether and where the individual is being held in custody or is being incarcerated by the agency, the date, time and legal basis for any transfer of custody and identification of agency or person who received custody the date, time and legal basis for any release from custody or incarceration, the name, age, sex and last known	Public Private	M.S. 13.82 subd. 3a; M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, certain employees on an as needed basis as part of a specific work assignment

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	address of any adult person or the age and sex of any juvenile person cited arrested or incarcerated or otherwise substantially deprived of their liberty, whether the agency employed wiretaps or other eavesdropping techniques, the manner in which the agencies received the information that led to the arrest, and the response or report number.			
Internal Investigations	Audio & video recording determined to have evidentiary value in any internal investigations	Public/Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Investigations Lieutenant
Internal Investigation	Case files and reports	Public/Private/Confidential	M.S. 13.39; M.S. 13.43; M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Investigations Lieutenant
Interviews – Audio & Video Recordings	Determined to have evidentiary value. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file.	Public Confidential	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, certain employees on an as needed basis as part of a specific work assignment
Intoxilyzer Test Results	Original record maintained by the BCA. Department copy retained in accordance with the item they related to (i.e, case file or arrest report)	Public/Private Confidential	M.S. 13.82 subd. 5	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, certain employees on an as needed basis as part of a specific work assignment

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Holding Cell Inspection Record		Public/Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, Patrol Lieutenant
Lost and Found Animal Log	Log of animals that are lost and found	Public/Private	M.S. 13.82 subd. 3	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, certain employees on an as needed basis as part of a specific work assignment
Master Name File	Adult	Public/Private Confidential	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Police Technician
Master Name File	Juvenile	Private	M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Police Technician
McGruff House		Public/Private Non-Public	M.S. 13.37	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, certain employees on an as needed basis as part of a specific work assignment
Neighborhood Crime Watch Membership		Public/Private Non-Public	M.S. 13.37	Public Safety Director, Deputy Director of Public Safety, Lieutenants, Sergeants
Officer Candidate Application	Interviewed, no background investigation	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant

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Officer Candidates Background	Investigation, not hired	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant
Officer Candidates Background	Investigation, hired	Public Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant
Operation ID		Public/Private Non-Public	M.S. 13.37	Public Safety Director, Deputy Director of Public Safety, certain employees on an as needed basis as part of a specific work assignment
Pawn Shop Records		Private	M.S. 13.82 subd. 27	Public Safety Director, Deputy Director of Public Safety, Detectives
Photographs/Negatives or Digital Discs		Public/Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Police Technicians
Police Clearance Letters	Criminal history or individual within jurisdiction	Public/Private	M.S. 13.87	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant
Prisoner Property Receipts		Public/Private	M.S. 13.85	Public Safety Director, Deputy Director of Public Safety, Patrol Lieutenant
Roll Call Information	Briefing information for department	Public/Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, certain

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				employees on an as needed basis as part of a specific work assignment
Security Door Transaction	Electronic report identifying transactions	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant
Taped Interviews (no suspects)	Audio/video/digital recordings determined to have evidentiary value where no suspects have been developed, and/or no individuals have been formally charged.	Public/Private	M.S. 13.82; M.S. 206B.171	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, certain employees on an as needed basis as part of a specific work assignment
Training Records	Examples include first aid, firearm training, advanced driving, crime scene processing, report writing, etc.	Public/Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant
Training Staff Files	Summary report of training history and personnel information	Public/Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Manager, Employee Resources Administrative Assistant
Use of Force	Audio, video and digital recordings containing information of any incident where force was used and supervisory review is completed according to department policy.	Public/Private Confidential	M.S. 13.39; M.S. 13.43; M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, responding officer
Validation/Error Integrity Reports		Private	M.S. 13.82	Public Safety Director, Deputy Director of

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				Public Safety, Police Technicians
Validation Report	Regarding stolen property	Private, Non-Public	M.S. 13.82 subd. 20	Public Safety Director, Deputy Director of Public Safety, certain employees on an as needed basis as part of a specific work assignment
Videotape of Holding Cell		Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians
Watch Your Car Program	Registration and reports from program enrollees	Public/Private Non-Public	M.S. 13.37	Public Safety Director, Deputy Director of Public Safety
Public Works				
Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Bids, Quotations and RFP's Accepted	RFP and bid documentation	Public Non-Public	M.S. 13.37 subd. 2; M.S. 13.59	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planner, Environmental Planner, Neighborhood Preservation Specialist, Rental Inspector, Public Works Director, City Engineer, Assistant City Engineer, Public Works Managers, Environmental Planner, Public Works Administrative Assistant, Finance Director, Public Safety Director, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Marshall,

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				Administrative Assistant
Environmental Complaints	Reports about environmental complaints, including disposition	Public Private	M.S. 13.44	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Public Works Administrative Assistant, Public Works Managers, certain employees on an as needed basis as part of a specific work assignment
Environmental Protection Agency or Minnesota Health Department Reports	Complaints	Private Non-Public	M.S. 13.39; M.S. 13.44	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Public Works Managers, Public Works Administrative Assistant, certain employees on an as needed basis as part of a specific work assignment
Mailing and Email Lists	List of affected parties, project notification lists including email subscriber information	Private	M.S. 13.548	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Public Works Administrative Assistant, Environmental Planner
Notice of Utility Disconnection	Notice of private and public utility gas or electric disconnections	Private Non-Public	M.S. 216B.0976	City Manager, Public Works Director, Public Works Utility Manager, Public Works Administrative Assistant
Permit and License Applications	Permit and license applications and summary data – includes telecommunications, right-of-way, utility, site applications and business license applications	Public Private	M.S. 13.37	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Engineering Technicians, Public Works Managers, Public Works Lead, Public Works Utilities Staff, Public Works

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				Administrative Assistant, certain employees on an as needed basis as part of a specific work assignment
Public and Utility Facilities	Building plans, computer coding systems used to provide security and operation of public utility services and building security systems.	Non-Public	M.S. 13.37 subd. 1b	City Manager, Public Works Director, Public Works Managers, Public Works Facilities Coordinator, certain employees on an as needed basis as part of a specific work assignment
Public Utility Infrastructure	Streets, storm sewer, public utility designs, drawings, schematics	Non-Public	M.S. 13.37	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Engineer, Engineering Technician, Public Works Managers, Public Works Lead, Public Works Service Workers, Public Works Facilities Coordinator, Public Works Fleet Coordinator, Public Works Administrative Assistant, certain employees on an as needed basis as part of a specific work assignment
Site Plans	Engineering plans, design specifications, structural and utility plans	Public Private Non-Public	M.S. 13.37 subd. 1b	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Public Works Utilities Staff, City Forester, Public Works Administrative Assistant, Environmental Planner, Community Development Director, Planning Manager, Building Inspector, Permit Coordinator



DATA PRACTICES REQUEST FORM

Contact Information

Name	Date
Street Address	City, State, Zip
Phone	Email Address

Requesting parties are not required to provide the above contact information. Requests cannot be accommodated if there is no contact information provided. Staff will begin gathering data upon submission of this form. Pursuant to M.S. § 13.04 if the requestor is the subject of the data, the City must respond within 10 business days of the request, excluding Saturdays, Sundays and City holidays. If the requestor is not the subject of the data, the City must respond in an appropriate and prompt manner, which is within a reasonable amount of time depending on the nature and extent of the request. The City will communicate with the requestor regarding the nature of the request and what an appropriate response time may be.

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies
- Summary Data (see page four of this Policy)

Data Requested:

Describe the data you are requesting as specifically as possible (attach additional sheets if necessary):

Submit this form to:

Name: City Clerk’s Office
 Address: 7071 University Avenue NE, Fridley, MN 55432
 Email: clerk@fridleymn.gov Phone: 763-572-3523

Completed by the City of Fridley	
Information classified as: <input type="checkbox"/> Public <input type="checkbox"/> Non-Public <input type="checkbox"/> Private <input type="checkbox"/> Protected Non-Public <input type="checkbox"/> Confidential	
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (explain below) <input type="checkbox"/> Approved in part (explain below)	
Remarks for denial, including Minnesota Statute:	
Charges:	Identity verified for private information by:
<input type="checkbox"/> None	<input type="checkbox"/> Identification
___ Page copies (.25 cents per page)	<input type="checkbox"/> Comparison with signature on file
___ Other (explain below)	<input type="checkbox"/> Personal knowledge
_____	<input type="checkbox"/> Other: _____
Authorized Signature: _____	



RELEASE OF INFORMATION

The City does not have the legal authority to release any not public government data on individuals to another entity/person. If you wish the City to release any not public government data to another entity/person you must grant your written informed consent.

I, _____ (Name), give my permission for the City of Fridley to release data about me to _____ (Name of other entity/person) as described in this consent.

The specific data I want the City of Fridley to release includes (explanation of data):

1. I understand that I have asked the City of Fridley to release the data.
2. I understand that although the data are classified as private at the City of Fridley the classification/treatment of the data at _____ (Name of other entity/person) may not be the same and is dependent on laws or policies that may apply to _____ (Name of other entity/person).
3. I understand that I may cancel this consent at any time prior to the information being released by notifying the member of staff listed above on this content form in writing.
4. I understand this consent form automatically expires 60 days after signing.

Printed name of data subject

Signature of data subject

Date

Parent/Guardian signature (if needed)

Date

If you have a question about anything in this consent, or would like more explanation before you sign it, please contact the City Clerk’s Office located at 7071 University Avenue NE, or at clerk@fridleymn.gov or 763-572-3523.

Completed by the City of Fridley

Identity verified for release of not public data on an individual by: Identification Comparison with signature on file
 Personal knowledge Other: _____

Authorized Signature: _____