

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2024 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Clay County	Responsible Authority - Stephen Larson Clay County Administrator		Department/Division Auditor-Treasurer		Employee Work Access
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)	(Name, Title)
Absentee ballot applications	Request for absentee ballot; information provided by voters to request an absentee ballot including name, address, date of birth, driver's license number, and/or last four numbers of social security number	Public Private	M.S. 13.03, subd. 1,	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Absentee ballots	Sealed absentee ballots	Private	M.S. 13.37, subd. 2	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Auctioneer license	Application includes name, age, and address of auctioneer	Private Confidential	M.S. 13.03, subd. 1 M.S. 13.41, subd. 2, 4, 5	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Candidates filing statements	Name, address and race filed for; candidate may request to have address private based on safety, additional paper filed lists address	Private	M.S. 204B, subd. 1c	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
County Attorney and County Sheriff candidate licenses	Copy of candidate's license required when filing for office	Private	M.S. 13.03, subd. 1	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Fireworks display permit	Requires bond; collects date of birth, name, address, for townships	Private	M.S. 13.03, subd. 1	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Liquor License Applications	Liquor licenses for townships, includes social security number.	Private	M.S. 13.03, subd. 1; 13.41, subd. 5	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Non-intoxicating Malt Liquor License Application	Application includes name of application, social security number and location of business, unorganized or unincorporated areas, townships.	Private	M.S. 13.03, subd. 1; 13.41, subd. 5	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Precious metals dealer's license applications	Names of dealers in gold, silver, and platinum. Application includes social security number.	Private	M.S. 325F.733 M.S. 13.03, subd. 1 M.S. 13.41, subd. 5	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff

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Voter registration applications	Information provided by voters to register including name, address, date of birth, driver's license number, and /or last four numbers of social security number	Private	M.S. 201.091	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Voter registration lists	List of registered voters (contains date of birth)	Private	M.S. 201.091	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Abatement applications (valuation, homestead, class, disaster credit)	Name, address, social security numbers, phone numbers, and other information to substantiate claim for tax reduction	Private	M.S. 13.355	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Drivers license reports	Daily compilations of applications from the public	Private	M.S. 13.59 M.S. 171.12, subd. 7	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Motor vehicle excise tax	Relating to purchaser's certificate	Private	M.S. 297B.12	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Motor vehicle reports	Listing of all vehicles licensed, registered, or transferred on a given day in a service center, as well as fee collected.	Private	M.S. 168.346	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Auditor Staff
Abstracts of county checks and receipts	Listing of all county expenditures and receipts, including payroll information	Private	M.S. 13.46 M.S. 13.355 <i>(to the extent it reveals social security numbers of recipients)</i>	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff
Cancelled checks	Cancelled county checks	Private	M.S. 13.46	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff

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Checks received and banking documents	Checks processed for deposit to county bank accounts, NSF checks, ACH transactions, and bank wires	Private	M.S. 13.46 M.S. 13.355 <i>(to the extent it identifies social service clients)</i>	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff
Payroll W-2's	Records of employee payroll deductions	Private	Social Security Act M.S. 13.43 M.S. 13.355	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff
Miscellaneous payroll reports	Annual, monthly, and bi-weekly payroll reports (deductions, insurance, union dues, new hire, etc.)	Private <i>(unless public under M.S. 13.43, subd. 2)</i>	M.S. 13.43, subd. 4 and 5	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff
Monthly and quarterly wage reporting	Records of employee wages and social security number for unemployment (DES, DEED)	Private <i>(unless public under M.S. 13.43, subd. 2)</i>	M.S. 13.43, subd. 4 M.S. 13.355	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff
Payroll - bi-weekly checks and timesheets	Records of bi-weekly employee payroll deduction and contribution amounts	Private	M.S. 13.43, subd. 4	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff
Benefit enrollment and history information	Open enrollment, new hire benefit status change, leave of absence, pension activity, deduction authorizations	Private	M.S. 13.43, subd. 4	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff
A/P Information	Vouchers, claim forms, and other supporting accounts payable documentation	Private	M.S. 13.46 <i>(to the extent it identifies social service clients)</i>	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff

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W9 and 1099 forms	Collect proper social security number for 1099 and payment purposes. Distribute to payees and file with IRS payment activity for the year	Private	M.S. 13.355 M.S. 13.43, subd. 4	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff
IFS G/L Software	Social security numbers of individuals that receive payments or make payments to Clay County	Private	M.S. 13.355	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff
Correspondence files	Correspondence from tax-payers, Dept. of Revenue, MACO, Treasurers Association	Private	M.S. 13.601, subd 2	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff
Bank Account Numbers	Throughout various documents	Private	M.S. 13.37	Lori Johnson, County Auditor-Treasurer	County Auditor-Treasurer, Treasurer Staff