

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2021 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Clay County	Responsible Authority - Steve Larson Clay County Administrator		Department/Division Human Resources		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)
Employee personnel file	Private addresses, private phone numbers, Social Security numbers, next of kin, medical data and dependent data. Unsubstantiated or ongoing disciplinary investigative data. All personnel data relating to an individual employed as an undercover law enforcement officer.	Private	M.S. 13.43, subd. 4-5	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Discrimination files	Information collected regarding discrimination suits filed against Clay County	Private <i>(confidential depending on file status)</i>	M.S. 13.39	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Grievance files	All information collected on employees who have filed grievances per their union contracts against Clay County	Private	M.S. 13.43, subd. 4	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments

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Recruitment files	All personnel data maintained on an applicant for employment as an undercover law enforcement officer Names of applicants for county employment until 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. Applicant file with the following exclusions: Veteran's status, relevant test scores; rant on eligible list; job history, education and training; work availability.	Private	M.S. 13.43, subd. 3-5	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
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	M.S. 13.37, subd. 2 M.S. 13D.03	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Benefits enrollment forms	Enrollment in insurance benefits and flex spending accounts, premium deductions, birth date, address, phone number	Private	M.S. 13.43, subd. 4	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments

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Insurance applications	Insurance benefits, social security number, home address, age, gender, marital status, home phone, dependent information, general health statement	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
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	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Annual basic life insurance evaluation files	Increases in basic life coverage - sent to life insurance carrier - social security number	Private	M.S. 13.43, subd. 4	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
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	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
LTD claim files	Files on claims for LTD benefits	Private	M.S. 13.43, subd. 4	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Unemployment claim files	Contains copies of employer responses, determination from D.E.S., social security number on employee	Private	M.S. 13.43 M.S. 13.355, subd. 1	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments

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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	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Salary negotiation cal.	Used to cost negotiation packages	Private	M.S. 13.37	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Controlled substance testing records	Documents pertaining to controlled substance tests	Private	M.S. 181.954, subd. 2	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Internal Investigation Files	Information collected regarding policy violations	Private Confidential (Depending on file status)	M.S. 13.43, subd. 2, 4, 8, 11, 12, 15 M.S. 13.39	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Requests for reasonable accommodation	Information regarding disability status and accommodation requested supported by health care provider, verification of disability, and need of accommodation	Private	M.S. 13.43, subd. 4	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Family and medical leave of absence files	Information of a medical nature, including health care provider verification of condition	Private	M.S. 13.43, subd. 4	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments

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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 Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1 M.S. 13.39	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Medical tests (i.e., hearing, lead, respiratory)	Employee name, phone number, test results, and clinic recommendations	Private	M.S. 13.43, subd. 4	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
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)	M.S. 13.37 M.S. 13.37	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Employee emergency act sheets	Emergency contact information	Private	M.S. 13.43, subd. 4	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments
Performance appraisals and other related data	Performance appraisal system based on job descriptions and results-oriented performance standards designed to assist the employee to reach maximum potential and enhance services provided by the county	Private	M.S. 13.43, subd. 4	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments

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Card reader data	Identity of individuals that have access to secure areas within county buildings	Private	M.S. 13.43, subd. 4 M.S. 13.37, subd. 2	Darren Brooke, HR Director	HR Director, all HR staff on an as needed basis as part of specific work assignments