

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

Clay County	Responsible Authority - Stephen Larson Clay County Administrator		Department/Division Technology Services		Employee Work Access
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)	(Name, Title)
Contract bid proposals	Copy of bid specs and proposals returned by vendors	Private until Opened	M.S. 13.37	Rory Schmitz, Technology Services Director	Technology Services Director and all IT Staff
Emergency procedures	Procedures for handling emergency situations, including infrastructure documentation and staff contact information	Private/Confidential	M.S. 13.37 M.S. 13.43, subd 4	Rory Schmitz, Technology Services Director	Technology Services Director and all IT Staff
Service level agreements	Agreements between departments and DoIT describing the operational responsibilities each party has for delivering basic IT support services, major systems for the lines of business in the department, service targets, escalation procedures, and contact information for key decision makers	Private/Confidential	M.S. 13.37 M.S. 13.43, subd 4	Rory Schmitz, Technology Services Director	Technology Services Director and all IT Staff
Employee security event summary report	Report generated when an employee's computer has been infected or a security audit has been requested	Private/Confidential	M.S. 13.37 M.S. 13.39 M.S. 13.43, subd 4	Rory Schmitz, Technology Services Director	Technology Services Director and Systems Administrators