



Private and Confidential Data Maintained by the City of Maplewood

This document identifies the name, title and address of the Responsible Authority for the City of Maplewood and describes private or confidential data on individuals maintained by the City of Maplewood (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of the City of Maplewood procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, subd.5). In addition to the employees listed, the City of Maplewood Responsible Authority, Data Practices Compliance Official and Designees, Department Heads and General Counsel will also have access to all not public data on an as needed basis as part of a specific work assignment.

Direct all questions about this document to the City of Maplewood Responsible Authority/Data Practices Compliance Official (DPCO):

Andrea Sindt
City Clerk
1830 County Road B East
Maplewood MN 55109
Phone: 651-249-2002
andrea.sindt@maplewoodmn.gov

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DATA COMMONLY MAINTAINED BY MOST DEPARTMENTS				
Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Bids-RFB	Prior to bids due date all data submitted are private. The name and dollar amount when bids are due are public. All other data remain private until the selection is completed.	Private/Nonpublic	§13.591(3a)	Certain employees on an as needed basis as part of specific work assignment.
Financial Account Data (checking/savings account numbers, credit card numbers, etc.)		Private/Nonpublic	§13.37	Certain employees on an as needed basis as part of specific work assignment.
Request for Proposals-RFP	Prior to due date all data submitted are private. The name at the due date is public. All other data remain private until contract has been negotiated.	Private/Nonpublic	§13.591(3b)	Certain employees on an as needed basis as part of specific work assignment.
Social Security Number (SSN)	In part or in whole.	Private	§13.355	Certain employees on an as needed basis as part of specific work assignment.
Subscriptions/Notification Data	Telephone numbers, email addresses, user names and passwords collected, maintained or received for notification purposes or as part of a subscription list for the city's electronic periodic publications as requested by the individual.	Private	§13.356	Certain employees on an as needed basis as part of specific work assignment.
DATA MAINTAINED BY ADMINISTRATION (City Manager's Office, Human Resources, Attorneys, Communications, City Council)				
Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Assignment

Applicants to a Public Body	All data private when collected as a result of an application except: name, city, education and training, employment history, volunteer work, awards and honors, prior government service, veteran status. Once appointed, full address and contact information become public.	Private	§13.601	City Manager, city council, commission staff liaison; other employees on an as needed basis as part of specific work assignment.
Appraisal Data	Estimated or appraised values in appraisals made for the purpose of selling, acquiring land, until certain conditions are met under State Statute 13.44(3c).	Private/Nonpublic (if provided by the data subject) or Confidential/Protected Nonpublic (if provided by the City)	§13.44(3)	City Manager; City Attorney; certain employees whose work assignment requires access and city council on an as needed basis.
Attorney Data	Includes attorney work product and/or confidential civil/criminal investigative/litigation data and data protected by attorney-client privilege.	Private/Nonpublic	§13.39; §13.393	City Attorney; other employees on an as needed basis as part of specific work assignment.
Audio Recordings of Closed Meetings	Meetings expressly closed pursuant to §13D.05 subd. 2&3.	Private/Nonpublic or Confidential/Protected Nonpublic/	§13D.05 (2, 3)	Certain employees on an as needed basis as part of specific work assignment.
Contractor/Subcontractor Employee Data	Personal telephone numbers, home addresses, email addresses except for prevailing wage purposes.	Private	§13.43(19)	HR; other employees on an as needed basis as part of specific work assignment.
Correspondence with Elected/Appointed Officials	Letters and electronic correspondence with city council/commission members.	Private	§13.601(2)	City council/commission members; other staff on an as needed basis as part of a specific work assignment.
Employee Personnel Data/General	All data, records, files and forms pertaining to current and former city	Private	§13.43(4)	HR; department heads, other employees on an as

	employees, applicants, volunteers, independent contractors collected in the course of their work history with the city. Exceptions to private data are listed in §13.43(2).			needed basis as part of specific work assignment; union representatives pursuant to subds. 6 &13.
Employee Personnel Data/Discipline/Investigations/Grievance Files	Active personnel discipline investigation file. Certain private/confidential data become public upon occurrence of certain conditions listed in §13.43(2).	Private/Confidential	§13.43(4); §13.39	HR; HR attorneys; department heads; city council on an as needed basis; union representatives pursuant to subd. 6; POST Board pursuant to §626.8457.
Employee Personnel Data/Medical and Legal	Includes such data, records, files and forms relating to emergency contact information, employee medical records, benefit enrollment forms; employee dependent(s) data, OSHA reports, worker's compensation forms, etc.	Private	§13.43(4)	HR; HR attorneys; FIN; department heads on an as needed basis; other employees on an as needed basis.
Employee Suggestion Data/Employee Identity	The identity of an employee when submitting data to the city on ways to cut costs, make city operations more efficient.	Private/Confidential	§13.43(7.a)	City Manager; department heads; other employees on an as needed basis.
Labor Relations Information	Management positions that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position.	Private/Nonpublic or Confidential/Protected Nonpublic	§13.37(1a)	HR; City Manager, city council.
TIFF requests after benefit granted.	Business plans, income/expense projections not related to financial assistance, balance sheets; customer lists; income tax returns, design, market and feasibility studies not paid with public funds.	Private/Nonpublic	§13.591(2)	City council, appointed consultants, community development director, certain employees on an as needed basis.

DATA MAINTAINED BY CITY CLERK OFFICE (ELECTIONS, PASSPORTS, BUSINESS LICENSES, DATA PRACTICES)				
Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Assignment
Absentee Ballots-Applications	Applications for ballots or a list of persons applying for an absentee ballot.	Private until the close of voting on election day. SSN, DOB, DL/ID# remain private.	§203B.04(d); §203B.12	Election officials, absentee ballot board members.
Absentee Ballots/Names of Persons with Rejected Ballots	The names of persons who have submitted absentee ballots that have not been accepted.	Private until the close of voting on election day.	§203B.12(7)	Election officials, absentee ballot board members.
Absentee Ballots/Sealed	Sealed absentee ballots prior to opening by election officials.	Private	§13.37(2)	Election officials, absentee ballot board members.
Registered Voter List	Information contained in the master list of registered voters.	Private. Public list can be requested through the Secretary of State.	§201.091	Election officials, police department in connection with violations of criminal or state/local tax statutes.
DATA MAINTAINED BY COMMUNITY DEVELOPMENT (BUILDING INSPECTIONS, CODE ENFORCEMENT, PLANNING)				
Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Assignment
Appraisal Data	Estimated or appraised values in appraisals made for the purpose of selling, acquiring land, until certain conditions are met under State Statutes 13.44(3.c).	Private (if provided by the data subject)/Confidential (if provided by the City).	§13.44(3)	Planning staff on an as needed basis as part of specific work assignment; city council; city attorney; certain employees on an as needed basis.
Building Plans; Blueprints; security features of buildings and structures	Residential, Commercial, Industrial	Nonpublic	§13.37	Certain employees on an as needed basis as part of specific work assignment.
Property Complaint Complainant Data	The identities of individuals who register complaints with the city regarding violations of state	Confidential	§13.44(1)	Code enforcement officer; other employees on an as needed basis as part of specific work assignment.

	laws/ordinances concerning the use of real property.			
Planning Surveys/Questionnaires	Names and addresses of individuals and the legal description of property owned by individuals when collected in surveys conducted by the city for the purpose of planning, development and redevelopment.	Private/Nonpublic	§13.59(1)	Planning staff; other employees on an as needed basis as part of specific work assignment.
DATA MAINTAINED BY FINANCE DEPARTMENT				
Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Assignment
Checking/Savings Account, Credit Card Numbers		Private	§13.37(2)	Finance staff; other employees on an as needed basis as part of specific work assignment.
Audit Reports-Internal and related to financial issues.	Preliminary drafts, notes, etc.	Confidential/Protected Nonpublic until final report published or audit no longer pursued. Private as to the individuals supplying information.	§13.392	Internal auditor; City Attorney; Police Department; certain employees on an as needed basis as part of specific work assignment.
DATA MAINTAINED BY FIRE/EMS DEPARTMENT				
Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Assignment
Ambulance Emergency Room Records; Patient Care Reports;		Private	§13.384 and HIPAA	Fire department staff as part of specific work assignment.

Fire/Arson Investigation Report		Confidential until the investigation is completed.	§13.82(7)	Fire department staff as part of specific work assignment.
Personally Identifiable Data (Protected Health Information)(PHI)	Individually identifiable health information (name, address, birthdate, SSN).	Private	HIPAA privacy rules	Fire department staff as part of specific work assignment; other employees on an as needed basis as part of specific work assignment.
DATA MAINTAINED BY PARKS AND NATURAL RESOURCES				
Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Assignment
Mailing List, Roster and Enrollment Data	Program participants' identifying data.	Private	§13.548	PNR staff
DATA MAINTAINED BY POLICE DEPARTMENT				
Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Assignment
911 Audio Recording; the identity of a caller if the object of the call is to receive help in a mental health emergency; or warrants protection due to safety issues		Private	§13.82(4)	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of specific work assignment.
Background Check/Criminal History	Exception: BCA public criminal history data.	Private	§13.87(1)	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of specific work assignment.
Body Worn Camera (BWC)		Private with certain exceptions (discharge of a	§13.825	Investigative staff; prosecuting attorneys; other approved department

		firearm by a police officer; use of force resulting in substantial bodily harm).		employees on an as needed basis as part of specific work assignment.
Civil and Criminal Investigative Data	All data collected as part of an ongoing investigation. Exceptions are listed in §13.82 (2,3 & 6).	Confidential until the investigation is completed.	§13.82(7)	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of specific work assignment.
Child Abuse Identity Data	Active or inactive investigative data identifying a victim of child abuse/neglect.	Private	§13.82(8);	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of specific work assignment.
Child Abuse Investigative Data	Active or inactive investigative data when perpetrated by an individual responsible for the child's care.	Private	§13.82(9); §260E	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of specific work assignment.
Child Abuse Reporter Data	Active or inactive data that identify a reporter.	Confidential	§13.82(8); §260E	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of specific work assignment.
Criminal Sexual Conduct (CSC) Victim's Identity		Private	§13.82(17b)	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of specific work assignment.
Firearms Data	All data pertaining to purchase/transfer of firearms.	Private	§13.87(2)	Certain employees on an as needed basis as part of specific work assignment.
Juvenile Data-Delinquent or Allegedly Delinquent	All data on juveniles (exception: age and sex if arrested/cited;	Private	§260B.171(5); §13.82	Investigative staff; prosecuting attorneys; other

	juvenile traffic accident-petty misdemeanor or DWI).			department employees on an as needed basis as part of specific work assignment.
Medical Records (obtained through a medical release request)	Medical records obtained from a health care provider	Private	MN Health Records Act; HIPAA	Certain department employees on an as needed basis as part of specific work assignment.
National Night Out (NNO) Participant List	Names, addresses, phone numbers, email addresses.	Private	§13.37	Program coordinator; other employees on an as needed basis as part of specific work assignment; volunteers who participate in the program.
Operation ID		Private	§13.37	Certain department employees on an as needed basis as part of specific work assignment
Predatory Offender Registration Data (POR)		Private	§243.166	Certain department employees on an as needed basis as part of specific work assignment.
Property Data	Stolen, lost, confiscated, recovered.	Private	§13.82(20)	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of specific work assignment.
State Accident Report	Reports submitted to the DPS Commissioner.	Private	§169.09	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of specific work assignment.
Undercover Officer Data	Identifying data on an undercover officer.	Private	§13.82(17a)	Employees on an as needed basis as part of specific work assignment.

UAV Data (Drones)	Collected, created or maintained by the police department only.	Private	§626.19(6)(a)	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of a specific work assignment.
Vulnerable Adult Identity Data	Active or inactive data identifying a victim of vulnerable adult maltreatment.	Private	§13.82(10)	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of specific work assignment.
Vulnerable Adult Maltreatment Reporter Data	Active or inactive data that identify the reporter.	Private	§13.82(10)	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of specific work assignment.
Vulnerable Adult Investigative Data	Active or inactive investigative data when maltreatment was perpetrated by a caregiver or facility.	Private	§13.82(11); §626.557	Investigative staff; prosecuting attorneys; other department employees on an as needed basis as part of specific work assignment.
DATA MAINTAINED BY PUBLIC WORKS				
Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Assignment
Deferment Data	Information collected on individuals for the purpose of processing a deferment application.	Private	§13.52	Certain employees on an as needed basis as part of specific work assignment.
Environmental/Health Complaint Reports-Reporter Identity	Includes disposition.	Confidential	§13.44; §13.39	Certain employees on an as needed basis as part of specific work assignment.