

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Steele County		Responsible Authority - Robert Jarrett County Attorney		
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)
Payroll W-2's	Records of employee payroll deductions	Private	Social Security Act M.S. 13.43 M.S. 13.355	Candi Lemarr Finance Director
Miscellaneous payroll reports	Annual, monthly, and bi-weekly payroll reports (deductions, insurance, union dues, new hire, etc.)	Private (<i>unless public under M.S. 13.43m subd. 2</i>)	M.S. 13.43, subd. 4 and 5	Candi Lemarr Finance Director
Monthly and quarterly wage reporting	Records of employee wages and social security number for unemployment (DES, DEED)	Private (<i>unless public under M.S. 13.43m subd. 2</i>)	M.S. 13.43, subd. 4 M.S. 13.355	Candi Lemarr Finance Director
Payroll – bi-weekly checks and timesheets	Records of bi-weekly employee payroll deduction and contribution amounts	Private	M.S. 13.43, subd. 4	Candi Lemarr Finance Director
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	Candi Lemarr Finance Director Gina McGuire HR Director
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	Jennifer Mueller PT&E Director
Address book module	Social security numbers of individuals that receive payments or make payments to Steele County	Private	M.S. 13.355	Jennifer Mueller PT&E Director
Emergency contact staff director	Home address and phone number	Private	M.S. 13.43, subd. 4	Renae Fry Administrator Kristen Sailer E & R Mngt Dir
Contract bid proposals	Copy of bid specs and proposals returned by natural person vendors prior to opening	Private	M.S. 13.37, subd. 2	Jennifer Mueller PT&E Director
County Welfare Board	County commissioners met as "Welfare Board" Board minutes list citizens receiving assistance, amount paid, and why	Private	M.S. 13.46	Jennifer Mueller PT&E Director

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Sick, vacation and PTO leaves	Employees leaves, reason for sick leave use	Private	M.S. 13.43, subd. 4	Candi Lemarr Finance Director Gina McGuire HR Director
Internal emergency management plan	Entire internal emergency management plan that includes emergency procedures, incident response team, and continuity of operations plan	Security data (Private)	M.S. 13.37	Renae Fry Administrator
		Security data (Nonpublic)	M.S. 13.37	Kristen Sailer Emergency & Risk Mngmt Dir

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Minn. Statute 13.393 provides: Notwithstanding the provisions of this chapter and Section 15.17, the use, collection, storage, and dissemination of data by an attorney acting in a professional capacity for a government entity shall be governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility; provided that this section shall not be construed to affect the applicability of any statute, other than this chapter and section 15.17, which specifically requires or prohibits disclosure of specific information by the attorney, nor shall this section be construed to relieve any responsible authority, other than the attorney, from duties and responsibilities pursuant to this chapter and Section 15.17. Consistent with that statute, <u>McDeid v. Minnesota Department of Human Services</u>, 2007 WL 4303102 (Minn. App. 2007) and Department of Administration Opinions 95-045, 95-048, and 95-049 while some data in the Office of the Washington County Attorney is subject to the data practices, other elements are not. This table reflects the fact that in addition to the listed statutory authority some data may be made not public due to standards of professional conduct including, but not limited to, attorney-client privilege and attorney work product. Data is often classified as confidential data on individuals if criminal, civil, or administrative investigation or litigation is pending. Upon completion, the data classification will then change to public or private, unless it retains its confidential classification under other provisions of law.				
Child protection – legal action	Child protection referrals and petitions; For children in need of protection or services, termination of parental rights, permanency, and review of voluntary placements.	Confidential (while pending) Private	M.S. 260C.171 M.S. 626.556 (10, 11) M.S. 13.393 M.S. 13.39 M.S. 13.46, subd. 2 M.S. 13.84 M.S. 13.82 M.S. 13.821 M.S. 13.393 M.S. 13.46, subd. 2 M.S. 626.556 (10, 11)	Robert Jarrett County Attorney
Civil file – miscellaneous	Legal opinions given to county officials, including letters, memos, reports, research, and other correspondence	Confidential (while pending) Private	M.S. 13.393	Robert Jarrett County Attorney

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Civil Commitment	Mentally ill and dangerous Sexual psychopathic personality Sexually dangerous person (Medical records) Pre-petition screening	Confidential (while pending) Private	M.S. 13.46, subd. 2 M.S. 13.393 M.S. 13.39 Civil Commitment Rule 21 M.S. 253B.0921 M.S. 253B.07 (1) (b)	Robert Jarrett County Attorney
Civil Commitment	Chemically dependent person Mentally ill person Mentally disabled person (Medical records) Pre-petition screening	Confidential (while pending) Private	M.S. 13.46, subd. 2 M.S. 13.393 M.S. 13.39 Civil Commitment Rule 12 M.S. 253B.0921 M.S. 253B.07 (1) (b)	Robert Jarrett County Attorney
Criminal case files	Pleadings, law enforcement reports, complaints, memos, correspondence and transcripts, court service reports, victim statements, court services reports and reports issued by sexual predator programs	Private Confidential	M.S. 13.393 M.S. 13.82 M.S. 13.87 M.S. 13.821 M.S. 13.84 M.S. 609.3471 M.S. 626.556 M.S. 626.557	Robert Jarrett County Attorney
Criminal research, attorney work product	Criminal Division opinion letters, memos, and briefs	Confidential	M.S. 13.03 M.S. 13.393	Robert Jarrett County Attorney

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Juvenile file	Includes pleadings, law enforcement reports, citations, petitions, memos, correspondence, briefs, transcripts, Community Services' reports, evaluations, test results, treatment records, therapist's reports, medical records, written, audio-taped or video-taped information from Community Services, child protection intake or screening notes, Guardian ad Litem reports, victim statements, addresses and phone numbers, court services reports, and reports issued by sexual predator programs.	Confidential (while pending) Private	M.S. 260B.163 M.S. 260B.171 M.S. 260C.171 M.S. 13.82 M.S. 13.821 M.S. 13.84 M.S. 626.556	Robert Jarrett County Attorney
Civil A35 Litigation files	Civil investigation litigation involving county, including pleadings, briefs, research, correspondence, attorney work product.	Private Confidential	M.S. 13.393 M.S. 13.39	Robert Jarrett County Attorney
Opinion files	Legal opinions prepared by County Attorney's office, including correspondence and research Attorney/client legal opinions	Confidential (while pending) Private	M.S. 13.393 M.S. 13.39	Robert Jarrett County Attorney
Paternity and child support action	Representing public authority for services of child support enforcement, medical support, parentage determination, including all pleadings, memos, correspondence, and transcripts	Private Confidential	M.S. 13.393 M.S. 13.46, subd. 2 M.S. 518.255	Robert Jarrett County Attorney
Probate Matters and Files +A48	Developmentally disabled, adult protection, need of conservatorship or guardianship, and restoration to capacity	Private Confidential	M.S. 13.393 M.S. 13.46, subd. 2 M.S. 626.557, subd. 12b	Robert Jarrett County Attorney
Research Files	Research on miscellaneous topics affecting the county for which no formal answer/opinion is needed, attorney work product	Private Confidential	M.S. 13.393 M.S. 13.39	Robert Jarrett County Attorney

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Human Services Appeals – services and financial	Financial and social services appeals, including denial of MFIP, food stamp appeals, medical assistance appeals, child maltreatment determinations, vulnerable adult determinations, including all pleadings, memos, correspondence, transcripts, and attorney work product	Private Confidential	M.S. 13.393 M.S. 13.46, subd. 2 M.S. 13.821 M.S. 626.556 M.S. 626.557	Robert Jarrett County Attorney
Human Services Appeals	Licensing, including day care license, etc., including all pleadings, memos, correspondence, transcripts and attorney work product	Confidential (<i>while pending</i>) Private	M.S. 13.393 M.S. 13.41 M.S. 13.46, subd. 2	Robert Jarrett County Attorney
Human Services appeals reimbursement action	County seeks reimbursement for worker's comp, payment of medical assistance, developmental disability patients, probate; liens, including all pleadings, memos, correspondence, transcripts, and attorney work product	Confidential (<i>while pending</i>) Private	M.S. 13.46, subd. 2 M.S. 13.393	Robert Jarrett County Attorney
ADULT CORRECTIONS FILES				
Bail evaluations	Information gathered from offender to make bail recommendations to court	Private	M.S. 13.84, subd. 2	Tim Schammel Community Corrections Dir.
Conditional release agreements	Signed agreement to allow offender release from custody pending court hearing	Private Confidential	M.S. 13.84, subd. 2 and 4	Tim Schammel Community Corrections Dir.
Intake Forms	Offender information gathered to open probation file and begin assessment process	Private	M.S. 13.83, subd. 2	Tim Schammel Community Corrections Dir.
Correctional assessments and screens	Information gathered from offender and court records to assess risk/needs	Private	M.S. 13.84, subd. 2 and 7	Tim Schammel Community Corrections Dir.

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Case planning documents	Probation goals determined by offender and probation Officer	Private	M.S. 13.84, subd. 2	Tim Schammel Community Corrections Dir.
Probation agreements	Agreement by offender to follow general and specific rules of probation	Private	M.S. 13.84, subd. 2 and 7	Tim Schammel Community Corrections Dir.
Requests for warrants	Offender information to direct and assist law enforcement	Private Confidential	M.S. 13.84, subd. 6	Tim Schammel Community Corrections Dir.
BCA and court record information forms	Arrest and court history - may include sex offender registration information	Private Confidential	M.S. 13.87, M.S. 244.052 M.S. 243.166	Tim Schammel Community Corrections Dir.
Community work service and sentence-to-service forms	Offender personal information and expectations	Private	M.S. 13.84, subd. 2	Tim Schammel Community Corrections Dir.
Diversion forms	Fee agreement, restitution payment agreement, proof of community work service	Private	M.S. 13.84, subd. 2 and 7	Tim Schammel Community Corrections Dir.
Offender correspondence	Letters to or from offenders regarding probation Requirements	Private	M.S. 13.84, subd. 2 and 7	Tim Schammel Community Corrections Dir.
Fee-related forms	Name/address and specific probation fees owed for services	Private	M.S. 13.84, subd. 2 and 7	Tim Schammel Community Corrections Dir.
Interstate forms	Name, address, and other personal offender information: includes court requirements, including reporting	Private	M.S. 13.84, subd. 2 and 7	Tim Schammel Community Corrections Dir.

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Intrastate forms	Name, address, and other personal offender information: includes court requirements, including reporting	Private	M.S. 13.84, subd. 2 and 7	Tim Schammel Community Corrections Dir.
Victim correspondence	Letters to and from victims with offense details/court input/restitution requested	Private Confidential	M.S. 13.84, subd. 3 M.S. 611A.06, subd. 4	Tim Schammel Community Corrections Dir.
Restitution forms	Specific offender restitution payment expectations	Private	M.S. 13.84, subd. 2 and 7	Tim Schammel Community Corrections Dir.
Drug testing related forms	Offender identification with drug screen date/time and results	Private	M.S. 13.84, subd. 2 and 7	Tim Schammel Community Corrections Dir.
Department of Corrections forms	Offender/offense information including sentences/parole expectations	Private	M.S. 13.84, subd. 2 and 7	Tim Schammel Community Corrections Dir.
Memos with client data	Inter-office or inter-criminal justice system information regarding offenders	Private	M.S. 13.84, subd. 2, 3, 4, 6, and 7	Tim Schammel Community Corrections Dir.
Client-related cover letters	Identifying information when sharing information with others involved	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7	Tim Schammel Community Corrections Dir.
Pre-sentence investigations	Investigative report ordered by the court with offender and offense information and recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, 4, and 7 M.S. 609.115	Tim Schammel Community Corrections Dir.
Progress Reports	Reports prepared for court with offender probation progress	Confidential	M.S. 13.84, subd. 4	Tim Schammel Community Corrections Dir.

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Violation reports	Reports prepared for court, including court history, and alleging a violation of probation description	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7 M.S. 171.12	Tim Schammel Community Corrections Dir.
Discharge reports	Report for court with offender progress/behavior change/compliance	Confidential	M.S. 13.84, subd. 4	Tim Schammel Community Corrections Dir.
Psychological/psychiatric evaluations/assessments	Information collected by a psychologist/psychiatrist with personal information/history and assessment results. May include diagnosis and recommended treatment/medication.	Private Confidential	M.S. 13.84, subd. 2, 3, and 4	Tim Schammel Community Corrections Dir.
Assessments and progress reports from treatment providers	Assessment and progress reports from numerous treatment providers often with recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, and 4	Tim Schammel Community Corrections Dir.
JUVENILE CORRECTIONS FILES				
Offense reports	Detailed law enforcement reports that describe the alleged offense and the investigation of the offense.	Private Confidential	M.S. 260B.171 M.S. 13.84	Tim Schammel Community Corrections Dir.
BCA and delinquency history	Delinquency and disposition reports generated by Court Administration and BCA	Private	M.S. 260B.171 M.S. 13.87 M.S. 299C.095	Tim Schammel Community Corrections Dir.
Petitions to court	Charging document generated by a prosecutor for court actions	Private	M.S. 260B.171	Tim Schammel Community Corrections Dir.
Detentions reports	Report generated by law enforcement or corrections related to custody status	Private Confidential	M.S. 13.84 M.S. 13.85	Tim Schammel Community Corrections Dir.
Intake information and questionnaires	Information gathered about juveniles by probation for reports/assessment and recommendations to court	Private Confidential	M.S. 13.84, subd. 2, 3, 4	Tim Schammel Community Corrections Dir.

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Correctional assessments	Information to determine level of risk to re-offend and to determine a case plan	Private Confidential	M.S. 13.84, subd. 2, 3, 4	Tim Schammel Community Corrections Dir.
Diversion forms	Completed forms used to collect juvenile information to determine a response to an illegal action and agreement.	Private Confidential	M.S. 13.84, subd. 2, 3	Tim Schammel Community Corrections Dir.
Mental health screens psychiatric/psychological evaluations	Mental health information collected to assess psychological problems and to make treatment recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, 4	Tim Schammel Community Corrections Dir.
All reports for court and information gathered	Reports written by probation to inform the court and make recommendations	Confidential	M.S. 13.84, subd. 4	Tim Schammel Community Corrections Dir.
All court orders including warrants	Court documents defining decisions made by the Court for other entities in the juvenile justice system and the juvenile	Private Confidential	M.S. 13.84, subd. 2, 3, 4 M.S. 260B.171	Tim Schammel Community Corrections Dir.
All requests for court action	Written request made by probation for a court hearing or court decision	Private Confidential	M.S. 13.84, subd. 2, 4	Tim Schammel Community Corrections Dir.
Interstate forms	Forms completed by probation and a juvenile on probation in order to move to another state	Private	M.S. 13.84, subd. 2	Tim Schammel Community Corrections Dir.
Memos with client information	Memos for the court system or treatment provider use	Private Confidential	M.S. 13.84, subd. 2, 3, 4	Tim Schammel Community Corrections Dir.
Treatment progress reports	Reports generated by all treatment providers for court and probation	Confidential	M.S. 13.84, subd. 3	Tim Schammel Community Corrections Dir.

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All referral forms	Juvenile probation information to send to service Providers	Private Confidential	M.S. 13.84, subd 2, 4	Tim Schammel Community Corrections Dir.
Apprehension and detention forms	Document used by probation to direct law enforcement to detain a juvenile	Private	M.S. 13.84, subd. 6, 7 260B.171	Tim Schammel Community Corrections Dir.
Signed notice of rights	Notice defining what information can be shared with whom	Private	M.S. 13.84, subd 2	Tim Schammel Community Corrections Dir.
Signed consent forms	Legal consent given by parent/juvenile	Private	M.S. 13.84, subd 2	Tim Schammel Community Corrections Dir.
Case plans	Treatment/probation plan with goals and timeline for the juvenile	Private	M.S. 13.84, subd. 2	Tim Schammel Community Corrections Dir.
Restitution information	Description or information related to loss by victims and agreement made with juvenile to make amends	Private	M.S. 13.84, subd. 2	Tim Schammel Community Corrections Dir.
Letters used by juvenile probation	Correspondence with offenders, families, and schools	Private Confidential	M.S. 13.84, subd. 2, 3, 4	Tim Schammel Community Corrections Dir.
Victim information	All forms involving a victim of juvenile crime with victim information	Private	M.S. 13.84 M.S. 611A.06, subd 4	Tim Schammel Community Corrections Dir.
Parental financial information	Information to or from parents to recover costs for juvenile placement or treatment	Private	M.S. 13.84, subd 2	Tim Schammel Community Corrections Dir.

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Memos and cover letters with juvenile information	Memos for professional(s) or department staff regarding juveniles	Confidential	M.S. 13.84, subd 3	Tim Schammel Community Corrections Dir.
Drug/alcohol testing and results	Information collected or obtained as the result of a drug or alcohol screen	Private Confidential	M.S. 13.84, subd. 2, 3, 7	Tim Schammel Community Corrections Dir.
FAMILY COURT DIVERSION FILES				
Client fee information	Name of client, identifying information and amount owed for services	Private	M.S. 518.167 M.S. 257.70 M.S. 13.84, subd 2	Tim Schammel Community Corrections Dir.
Custody evaluation reports	Reports regarding children and parents to assist the court in making child custody orders	Private	M.S. 13.84, subd. 2	Tim Schammel Community Corrections Dir.
Status reports	Reports to court regarding the progress of a case	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Tim Schammel Community Corrections Dir.
Mediation drafts and final agreements	Agreements developed between parents regarding child custody and related parenting issues	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Tim Schammel Community Corrections Dir.
Guardian Ad Litem reports	Reports prepared by Guardian Ad Litem regarding children and parents	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Tim Schammel Community Corrections Dir.
Intake information	Client information gathered to open a file and begin services	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Tim Schammel Community Corrections Dir.
Questionnaires	Questionnaires completed by parents, references, teachers, day care providers regarding the child and parents	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Tim Schammel Community Corrections Dir.

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Signed consent forms	Forms signed by clients authorizing release of information between agencies	Private	M.S. 13.84, subd. 2	Tim Schammel Community Corrections Dir.
Correspondence with clients and outside agencies	Letters to clients regarding appointments and services - letters to agencies regarding parents and children	Private	M.S. 13.84, subd. 2	Tim Schammel Community Corrections Dir.
BCA and court record information	Arrest and court history	Private	M.S. 13.873 M.S. 299C.095	Tim Schammel Community Corrections Dir.
Psychological evaluations	Reports prepared by psychologists regarding personality, behavior, and mental health functioning and diagnosis	Private Confidential	M.S. 13.84, subd. 2, 3	Tim Schammel Community Corrections Dir.
Chemical health assessments	Reports prepared by chemical health professionals regarding client's chemical use and diagnosis	Private Confidential	M.S. 13.84, subd 2, 3, and 42 U.S.C. 290	Tim Schammel Community Corrections Dir.
Case notes	Notes from interviews and telephone conversations with clients and collateral sources	Private	M.S. 13.84, subd. 2	Tim Schammel Community Corrections Dir.
Children's statements	Statements made by children regarding custody matters	Private	M.S. 13.84, subd. 2 M.S. 257.70 M.S. 518.167	Tim Schammel Community Corrections Dir.
Collections for family court unit	Name of client, identifying information, amount owed for services and collections actions taken for payment in arrears	Private	M.S. 13.84, subd. 2 M.S. 257.70 M.S. 518.167	Tim Schammel Community Corrections Dir.
Volunteer/student intern records	Personnel records, including contract information, criminal history record checks, and results of drug screening	Private	M.S. 13.43, subd. 2, 4	Tim Schammel Community Corrections Dir.

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Offense reports	Detailed law enforcement reports that describe the alleged offense and the investigation of the offense	Private and/or Confidential	M.S. 260B.171 M.S. 13.84	Tim Schammel Community Corrections Dir.
BCA and delinquency history	Delinquency and disposition reports generated by Court Administration and BCA	Private	M.S. 260B.171 M.S. 13.87 and 299C.095	Tim Schammel Community Corrections Dir.
Petitions to court	Charging document generated by a prosecutor for court actions	Private	M.S. 260B.171	Tim Schammel Community Corrections Dir.
VA Form 4-572	Request for change of address/cancellation of direct deposit	Confidential	38 USC 7332	Rene Gilormini VSO
VA Form 9	Appeal to Board of Veterans Appeals	Confidential	38 USC 7332	Rene Gilormini VSO
VA Form 10-10 EZ	Application for medical benefits	Confidential	38 USC 7332	Rene Gilormini VSO
VA Form 10-583	Claim for payment of cost of unauthorized medical service	Confidential	38 USC 7332	Rene Gilormini VSO
VA Form 10-1394	Application for adaptive equipment – motor vehicle	Confidential	38 USC 7332	Rene Gilormini VSO
VA Form 21-22	Appointment of Veterans Service Organization as claimant's representative	Confidential	38 USC 7332	Rene Gilormini VSO
VA Form 21-121	Application for burial allowance and accrued amounts, payable as reimbursement	Confidential	38 USC 7332	Rene Gilormini VSO
VA Form 21-509	Statement of dependency of parents	Confidential	38 USC 7332	Rene Gilormini VSO
VA Form 21-526	Veterans' application for compensation of pension	Confidential	38 USC 7332	Rene Gilormini VSO
VA Form 21-530	Application for burial benefits	Confidential	38 USC 7332	Rene Gilormini VSO

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VA Form 21-534	Application for dependency and indemnity compensation or death pension by surviving spouse or child	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-535	Application for dependency and indemnity compensation by parents	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-551	Application for accrued benefits by veteran's spouse, child, or dependent parent	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-601	Application for reimbursement for accrued amounts due to a deceased beneficiary	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-609	Application for amounts due estates of persons entitles to benefits	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-614	Application for accrued amount of veteran benefits payable to widow, widower, child, or dependent parents	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-651	Election of compensation or pension in lieu of retired pay or waiver of retired pay to secure compensation pension from DVA	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-674	Request for approval of school attendance	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-686c	Declaration of status of dependents	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-0304	Spina bifida application	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-4138	Statement in support of claim	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-4142	Authorization for release of information	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-4183	Application for dependency and indemnity compensation by child	Private	Title 38 US Code	Rene Gilormini VSO

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2025 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Steele County		Responsible Authority - Robert Jarrett County Attorney		
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)
VA Form 21-4185	Report of income from property or business	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-4502	Application for automobile or other conveyance and adaptive equipment	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-8416	Request for information regarding medical, legal, or other expenses	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-8678	Application for annual clothing allowance	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-8940	Veterans' application for increased compensation based on unemployability	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 21-1990	Veterans' application for increased compensation based on unemployability	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 22-1990t	Application and enrollment certification for individualized tutorial assistance	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 23-22	Appointment of Veterans Service Organization as claimant's representative	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 23-8065	Request for issuance of Presidential Memorial Certificate	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 22-1995	Request to change of program or place of training	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 22-5490	Application for educational assistance (survivors and dependents)	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 26-1802a	Application for home loan guaranty and certificate of commitment	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 1817	Application for determination of basic eligibility – unmarried surviving spouse	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 26-1880	Request for determination of ability and available loan guaranty entitlement	Private	Title 38 US Code	Rene Gilormini VSO

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VA Form 26-6381	Application for release from personal liability to the government on a home loan	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 26-6382	Statement of purchaser or owner assuming seller's loan	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 26-8641	Application for guaranty of loan to purchase mobile home and/or lot	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 28-1900	Disabled Veterans application for vocational rehabilitation	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 28-8832	Veterans' application for counseling	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 29-336	Designation of beneficiary and optional settlement	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 29-152	Application for reinstatement (medical) (USGLI and NSLI)	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 29-1546	Application for cash surrender value	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 29-1606	Application for total disability	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 29-4125	Claim for one sum payment (all policy prefixes)	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 3288	Request for and consent to release of information from claimant's record	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 90-2008	Application for United State flag for burial purposes	Private	Title 38 US Code	Rene Gilormini VSO
SGLV 8713	Application for SGLI (retired reservists)	Private	Title 38 US Code	Rene Gilormini VSO
VA Form 4963	Request for replacement of headstone or marker	Private	Title 38 US Code	Rene Gilormini VSO

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MDVA 1	Application for financial assistance	Private	M.S. 197.603	Rene Gilormini VSO
MDVA 3	Application for surviving spouse – dependent education benefit	Private	M.S. 197.603	Rene Gilormini VSO
Petition for relief under the Veterans Act	Petition for relief under the Veterans Act	Private	M.S. 197.603	Rene Gilormini VSO
MNSVC form	Pre-registration application for Minnesota State Veterans Cemetery	Private	M.S. 197.603	Rene Gilormini VSO
Application for admission to Minnesota State Veterans Homes	Application for admission to Minnesota State Veterans Homes	Private	M.S. 197.603	Rene Gilormini VSO
VA Form 29-353	Application for reinstatement	Confidential	38 USC 5701	Rene Gilormini VSO
VA Form 29-357	Claim for disability insurance benefits	Confidential	38 USC 5701	Rene Gilormini VSO
Employee private file	All other documents containing private/confidential information	Private	M.S. 13.43, subd. 4	Gina McGuire HR Director
Discrimination files	Information collected regarding discrimination suits filed against Steele County	Private (<i>Confidential depending on file status</i>)	M.S. 13.39	Gina McGuire HR Director
Grievance files	All information collected on employees who have filed grievances per their union contracts against Steele County	Private	M.S. 13.43, subd. 4	Gina McGuire HR Director
Personnel data – general	Administer employment, including employee performance evaluations, personnel information, and correspondence; data on dependents	Private	M.S. 13.43, subd. 4	Gina McGuire HR Director
Personnel data – discipline/misconduct investigations		Confidential (<i>while pending</i>) Private	M.S. 13.43, subd. 4 M.S. 13.393	Gina McGuire HR Director

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Recruitment files	Information collected on current and former applicants regarding recruitment for county employment: • Veteran status • Test scores • Rank on eligibility lists • Job history • Education and training • Work availability <i>NAMES of applicants shall be PRIVATE except when 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</i>	Private	M.S. 13.43, subd. 4	Gina McGuire HR Director
Recruitment files	Sexual exploitation records	Private	M.S. 13.43, subd. 5	Gina McGuire HR Director
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	Gina McGuire HR Director
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	Gina McGuire HR Director

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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	Gina McGuire HR Director
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	Gina McGuire HR Director
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	Gina McGuire HR Director
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	Gina McGuire HR Director
LTD claim files	Files on claims for LTD benefits	Private	M.S. 13.43, subd. 4	Gina McGuire HR Director
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	Gina McGuire HR Director
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	Gina McGuire HR Director
Salary negotiation calculations	Used to cost negotiation packages	Private	M.S. 13.37	Gina McGuire HR Director
Controlled substance testing records	Documents pertaining to controlled substance tests	Private	M.S. 181.954, subd. 2	Gina McGuire HR Director
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	Gina McGuire HR Director

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Requests for reasonable accommodations	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	Gina McGuire HR Director
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	Gina McGuire HR Director
Insurance reports showing: - Amounts of claims by individuals - Vehicle accidents/claims	Reports showing employee name, injury date, and social security number, type of injury/damage and total reserve and paid.	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Gina McGuire HR Director
	Data on an accident, including names, addresses, phone numbers, insurance coverage and number, accident, and damage description while in active litigation or investigation	Private	M.S. 13.39	
Medical tests (i.e., hearing, lead, respiratory)	Employee name, phone number, test results, and clinic recommendations	Private	M.S. 13.43, subd. 4	Gina McGuire HR Director
Employee emergency contact sheets	Emergency contact information	Private	M.S. 13.43, subd. 4	Gina McGuire HR Director
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	Dave Purscell IT Director
Card Reader data	Identity of individuals that have access to secure areas within county buildings	Private	M.S. 13.43, subd. 4	Dave Purscell IT Director
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	Jennifer Mueller PT&E Director
Absentee ballots	Sealed absentee ballots	Private	M.S. 13.37, subd. 2	Jennifer Mueller PT&E Director

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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	Jennifer Mueller PT&E Director
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	Jennifer Mueller PT&E Director
County Attorney and County Sheriff candidate licenses	Copy of candidate's license required when filing for office	Private	M.S. 13.03, subd. 1	Jennifer Mueller PT&E Director
Fireworks display permit	Requires bond; collects date of birth, name, address, for townships	Private	M.S. 13.03, subd. 1	Jennifer Mueller PT&E Director
Precious metals dealer's license application	Names of dealers in gold, silver, and platinum	Private	M.S. 325F.733 M.S. 13.03, subd. 1 M.S. 13.41, subd. 5	Jennifer Mueller PT&E Director
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	Jennifer Mueller PT&E Director
Voter registration lists	List of registered voters (contains date of birth)	Private	M.S. 201.091	Jennifer Mueller PT&E Director
Military discharges	Certificates of discharge from the United States service	Private (Effective 1/1/2004)	M.S. 386.20 M.S. 196.08	Rick Kvien Recorder
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	Brian Anderson Assessor
Blind/disabled and paraplegic veterans' property tax application	Name, address, ownership, and disability type	Private	M.S. 13.355	Jennifer Mueller PT&E Director
Duplicate social security list	Names and addresses of individuals with multiple homesteads, including social security numbers	Private	M.S. 13.355, subd. 1	Jennifer Mueller PT&E Director
Exempt applications	Information to document qualification for property tax exemptions, may include federal tax ID# and/or social security numbers	Private	M.S. 13.355, subd. 1	Jennifer Mueller PT&E Director

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Green Acre applications	Information to determine eligibility for taxation deferral program; includes names, addresses, PIN's, may include income and expense information, federal ID #'s and/or social security numbers	Private	M.S. 13.355, subd. 1 M.S. 13.51	Jennifer Mueller PT&E Director
Homestead application	Request for homestead status, names, addresses, social security numbers	Private	M.S. 273.124, subd. 13 M.S. 13.355, subd. 1	Jennifer Mueller PT&E Director
Tax petitions	Taxpayer protests of valuations and/or classifications of property as determined by Assessor	Private	M.S. 13.51, subd. 2	Brian Anderson Assessor
Birth certificate and death certificate	Copies of birth and death certificates for the State of Minnesota - certified copies require tangible interest form	Private	M.S. 144.225	Rick Kvien Recorder
Septic Complaint Form	Complaints from citizens regarding on-site sewer Malfunctions	Confidential Private/Public after case closed	M.S. 13.44, subd. 1 M.S. 13.39, subd. 1 M.S. 13.03, subd. 1	Amber Brooks Planning & Zoning Director
Planning & Zoning Complaint	Identity of individuals who register zoning violations	Confidential	M.S. 13.44, subd. 1	Amber Brooks Planning & Zoning Director
Inter-jurisdictional tuberculosis notification form	Client moves out of county - name and results/treatment to new county of residence	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
MDH tuberculosis contact investigation report	Demographics, names, and test results of household contacts in relation to index case	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
MDH tuberculosis case report	Initial case identification (name, tests, and results, medical history, etc.) of suspected/confirmed case	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
MDH request for medications for suspect/case tuberculosis	Treatment regimen of case	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir

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Treatment of Latent Tuberculosis Infection (LTBI): monitoring flow sheet	Record of side effects and patient education regarding meds and treatment	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
MDH perinatal Hepatitis B immunization and follow-up report	Current demographics of mom and baby, hepatitis immunizations, post vaccination serology and results	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Carefacts system	Health info, care plan client assessment, visit notes, communication log, discharge summary	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir.
Immunization record card (used when multiple visits are expected)	Immunization data; including name, birth date, address, phone number, parent or guardian, primary medical provider, MNVFC qualification, date, manufacturer, lot number of vaccine and signatures of recipient, and vaccine administrator, VIS date	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Immunization record form	Immunization data; including name, birth date, address, phone number, parent or guardian, primary medical provider, MNVFC qualification, date, manufacturer, lot number of vaccine and signatures of recipient, and vaccine administrator, VIS date	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir.
Flu/pneumococcal form	Immunization data; including name, birth date, address, phone number, parent or guardian, primary medical provider, MNVFC qualification, date, manufacturer, lot number of vaccine and signatures of recipient, and vaccine administrator, VIS date	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir.
Medicare roster billing form	Name, birth date, Medicare number, and signature, address, sex	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Blue Cross/Blue Shield /Steele County Employee Roster Billing Form	Name, Blue Cross/Blue Shield number and group number, birth date and address	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir

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Steele County		Responsible Authority - Robert Jarrett County Attorney		
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)
VAERS form (Vaccine Adverse Event Reporting System)	Name, address, phone number, birth date, vaccine data, administrator of vaccine, medical advisor, details of adverse event, including medical follow-up	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Hepatitis B tracking forms	Name, employer, dates of HBVs	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
IPI immunization practices improvement questionnaire	Survey of MNVFC/immunization storage and handling of vaccines practices	Individual and clinic are Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir.
Communicable disease report investigation	Disease and medical history on individuals	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir.
Communicable disease outbreak interview form	Disease and medical history on individuals related to outbreak events	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir.
Communicable disease investigation file notes	Disease investigation and follow-up case data on individuals - includes person, health, and medical history on individuals	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Communicable disease databases	Disease and medical history data on individuals	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Perinatal Hepatitis B report forms	Disease investigation and follow-up data on individuals and their household contacts, including vaccination history	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
MDH Pertussis Electronic Reporting Tool (MEDSS) (Minnesota Electronic Disease Surveillance System)	Results of pertussis investigations are reported here including specific contact information, community contacts, schools, places of work, details of diagnosis and treatment, etc.	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir.

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Steele County		Responsible Authority - Robert Jarrett County Attorney		
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MDH disease specific report form - Measles/Mumps/Pertussis/Hepatitis	Name, address, phone, Birth date, disease, and medical data on individuals	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Notice of Rights (former Tennesan Warning)	Inform client of our intent to collect data	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
MN consent form to release health information	Consent to release information to another agency	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Notice of Privacy Rights (acknowledgement of Receipt)	Name and signature	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
TB class: follow-up worksheet	Medical info-results from TB evaluations in US	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
MDH request for medication to treat LTBI	Test result/treatment regimen for cases of TBI	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Perinatal Hepatitis B Status Board	Client names, DOB, vaccination status, address, Provider	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Infectious Disease Status Board	Client names, diagnosis, demographics	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Pertussis Status Board	Client names, diagnosis, demographics, contacts	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir

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Nuisance complaint form and Database	Recording name, address, telephone number of complainant and complaint, nature and action taken on complaint	Confidential	M.S. 13.44, subd. 1 M.S. 13.39 M.S. 13.03, subd. 1	Amber Aaseth Public Health Dir
Nursing Child Assessment (NCAS, NCATS)	Standardized assessment tool includes client specific data	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
BDI-II (Beck Depression Inventory)	Questionnaire regarding depression	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Follow along identification form	Child development form	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
FAP database/system	Child development form	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Home safety checklist	Client name, information on safety of client's home	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Recipient release for car seat	Sign off that car seat safety demonstrated	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Nursing Child Assessment (NCAS, NCATS)	Standardized assessment tool includes client specific data	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Electronic birth records	Database containing birth certificate data for Steele County residents	Confidential	M.S. 144.225, subd 2	Amber Aaseth Public Health Dir

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Growth charts	Height and weight record, including client's name, address, and birth date	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Referral forms, including Public Health nurse referral, pregnant/parenting teen referral, referral for child abuse/neglect	Client name, address, birth date, and pertinent personal medical information	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Computerized documentation Systems including scanned client rights, lost voucher report, letters, and requests)	Pregnancy nutrition risk and high-risk care plans, summary of care plan, name of client, demographics, growth and percentile charts, client specific program data	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
WIC future appointment list	Records names and ID number	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Printed clinic appointment schedule	Names, times of appointments	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Client lists of breastfeeding clients	Name, ID number, WIC visit date	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
List of clients receiving medical formula	Name, ID number	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Voided paper vouchers	Name, ID number	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir
Nutrition/referral and consultation records	Name, address, telephone number, family and personal medical information, nutritional concerns	Private	M.S. 13.384, subd. 3	Amber Aaseth Public Health Dir

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Complaint (hazardous, solid, household hazardous waste)	Summarizes, complaint, results, and action taken	Confidential during investigation; Public after investigation; except complainant's name is Private	M.S. 13.39 M.S. 13.41, subd. 5	Amber Brooks Planning & Zoning/ Environmental Services Director
Minnesota tax ID number form	MN. Stat. 270.72 provides tax ID or SS number to MDOR (includes date of birth)	Private	M.S. 13.355, subd. 1	Amber Brooks Planning & Zoning/ Environmental Services Director
Hazardous waste generator and facility inspection reports	Results of an inspection	Public; may be confidential during investigation	M.S. 13.39	Al Goodman Interim Engineer
County environmental charge database	County environmental charge remittance report data	Private	M.S. 13.37, subd. 1(b)	Al Goodman Interim Engineer
County environmental charge accountant reports	Reviews of county environmental charge remittance/data reports	Private	M.S. 13.37, subd. 1(b)	Al Goodman Interim Engineer
County environmental charge remittance forms	Forms submitted with monthly environmental charge payments	Private	M.S. 13.37, subd. 1(b)	Al Goodman Interim Engineer
Minnesota tax ID number form	MN Statute 270.72 provides tax ID or SS number to MDOR (includes date of birth)	Private	M.S. 13.355, subd. 1	Al Goodman Interim Engineer
Solid Waste facility inspection reports	Results of an inspection	Public; may be confidential during investigation	M.S. 13.39	Al Goodman Interim Engineer

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Steele County		Responsible Authority - Robert Jarrett County Attorney		
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)
Acquisition data	Appraisals used in land acquisition process	Private	M.S. 13.44, subd. 1	Al Goodman Interim Engineer
Jail special diet instructions	Form for kitchen on instructions of diet for inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Medical information release form	Release form to obtain records on individuals	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Steele County Detention Center refusal of treatment form	Release signed by inmate refusing treatment	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Jail Health Log Sheets	Logs visits by criminal history number	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Referral Sheet	Logs referrals made for inmate needs	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Physician and lab notes	Progress notes written by doctor and/or physician assistant-certified	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Physician/physical assistant-certified verbal order and lab reports	Treatment orders for inmate medical problems	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Suicide assessment report	Used to interview potential suicidal inmate	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Psychiatric appointment schedule	Appointment log	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Medical authorization	Record of supplies, meds for inmate use	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
TB screening worksheet	Keeps data on all TB tests done	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
TB screening results	Used to document all previous and first-time positive tests	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Geriatrics review – Mini Mental State Examination (MMSE)	Inmate assessment form	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff

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Steele County	Responsible Authority - Robert Jarrett County Attorney			
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)
Psychiatric assessment worksheet	Inmate assessment form	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Physician orders/medication orders	Orders for medical needs written by doctor, physician assistant-certified, dentist, etc.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Medication record sheet	Documentation form hat inmates received medications	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Tobacco compliance check form	Results of compliance check, business name, name of clerk, clerk's age and address, date, and time of sale during course of investigation and appeal	Confidential Public after investigation	M.S. 13.39 M.S. 13.03, subd. 1	Lon Thiele Sheriff
Tobacco clerk violation	Name, address, telephone number, age during course of investigation and appeal	Confidential Public after investigation	M.S. 13.39 M.S. 13.03, subd. 1	Lon Thiele Sheriff
Tobacco clerk payment	Name of clerk and violation during course if investigation and appeal	Confidential Public after investigation	M.S. 13.39 M.S. 13.03, subd. 1	Lon Thiele Sheriff
Tobacco database	Name of business, address, telephone number, compliance check results of all vendors in county during the course of investigation and appeal	Confidential Public after investigation is complete	M.S. 13.39 M.S. 13.03, subd. 1	Lon Thiele Sheriff
Accident reports	Officers report of an accident investigation required by state law, indicating driver's names, DOB, address, passengers, cause of accident, amount of damage, injuries, and drawing of accident with description	Private Confidential	M.S. 169.09, subd. 9	Lon Thiele Sheriff
Admission release records		Private	M.S. 13.85, subd. 2 M.S. 13.82, subd. 2	Lon Thiele Sheriff

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Adult case files	Written reports of investigation or action taken by deputy. Reports regarding criminal investigations and non-criminal action taken or investigated, including miscellaneous reports, criminal offense reports, and supporting documents	Private Confidential	M.S. 13.82	Lon Thiele Sheriff
Arson	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Private Confidential Non-public	M.S. 13.82 M.S. 299F.054	Lon Thiele Sheriff
Bookkeeping records for jail and civil process transactions	Records of deposit slips, transaction records within the system, prisoner and Huber transactions, billing and receipting of fees to/from other agencies and attorneys	Private as to inmate financial records	M.S. 13.85	Lon Thiele Sheriff
Child abuse – maltreatment of minors	Substantiated reports: records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report. Unsubstantiated reports	Private Confidential	M.S. 626.556, subd. 7, 11 M.S. 13.82	Lon Thiele Sheriff
Commitments: Juvenile	Order of the court showing the name of the person to be committed to custody and the location of the commitment. Legal documents from sentencing court which authorizes confinement at the jail facility	Private	M.S. 260B.171	Lon Thiele Sheriff
Criminal records	Availability for public employment or licensing purposes - convenience copy from BCA, NCIC-FBI, or NLETS.	Private	M.S. 13.82 M.S. 13.85 M.S. 13.87	Lon Thiele Sheriff
Firearm application/permit	Applicant names, addresses, and personal information - permits are to obtain and/or carry a handgun. Includes application to purchase and a copy of the firearm permit to carry	Private	M.S. 13.87, subd. 2 M.S. 624.714, subd 14	Lon Thiele Sheriff
Gunshot wound report	Physicians, surgeons, hospital managers, and other health professionals shall report gunshot wounds they treat to the sheriff	Confidential	M.S. 626.53	Lon Thiele Sheriff

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Steele County		Responsible Authority - Robert Jarrett County Attorney		
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)
Huber release records	Permission from the courts to allow for inmate work outside the jail, sign in/out sheets for control of hours worked, record of payment for this privilege and monies paid to the court by their order	Private to inmate financials	M.S. 13.85	Lon Thiele Sheriff
Initial complaint form	First record of all calls for service or reports of offenses received. Date and time call was received; name of victim, witness or reporting party; times showing when deputy was assigned, arrived, and cleared; who took call, short narrative	Private Confidential	M.S. 13.80 M.S. 13.82	Lon Thiele Sheriff
Initial complaint reports of transports of prisoner	Documents relating to all transportations of individuals showing date, time, name of person, by whom, and to where transported	Private Public/juvenile	M.S. 13.82 M.S. 260b.171	Lon Thiele Sheriff
Incident complaint logs (dockets)	I.D. of undercover agents, informants, victims of sexual assault, or intra-familial sex abuse	Private Confidential	M.S. 13.82 M.S. 299C.065, subd. 4	Lon Thiele Sheriff
	Arrest warrant indices until taken into custody, served or appear before court	Confidential	M.S. 13.82, subd. 19	
	Description of stolen, lost or recovered property.	Private	M.S. 13.82, subd. 20	
	Program data	Confidential	M.S. 13.82, Subd. 21	
	Deliberative processes or investigative techniques, final opinion, or justification	Confidential	M.S. 13.82, subd. 25	
Inmate financial records	Records of inmates financial in/out status during incarcerations	Private	M.S. 13.85, subd.2	Lon Thiele Sheriff
Inmate incident reports	Jailer/officer report giving particulars in case of accident/incident to inmate while incarcerated in the jail - such incident will also be located in the daily log	Private Confidential	M.S. 13.85	Lon Thiele Sheriff

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Inmate medical record	Any and all medical activity involving each inmate during incarceration; all doctor's visits, doctor's directions, medicine administered and directed, medical complaints, and doctor's name seen or consulted	Private	M.S. 13.384 M.S. 13.85, subd. 2	Lon Thiele Sheriff
Inmate visitor registration log/jail visitor registration	Sign in log stating name of visitor, relation to inmate being seen, date, time, and name of inmate seen	Private	M.S. 13.85, subd. 2	Lon Thiele Sheriff
Investigations	Active - cases involved in an ongoing investigation. Inactive - closed cases concluded by prosecution, investigative conclusions, or being outdated by a certain period	Confidential Private	M.S. 13.82, subd. 2, 6, 7 M.S. 13.82, subd. 17	Lon Thiele Sheriff
Jailer's daily activity log	Documents relating to specific activities of jailers and prisoners during each jailer's shift each day. Chronological record maintained by jailers in regard to daily events, including security checks and routine occurrences	Private Confidential	M.S. 13.37 M.S. 13.85	Lon Thiele Sheriff
Juvenile case files	All information dealing with involvement of juveniles in criminal activity incidents prior to age 18. Also includes non-criminal activity involvement in any matter pending investigation by law enforcement	Private Confidential	M.S. 13.82, subd. 17 M.S. 260B.171 M.S. 260C.171	Lon Thiele Sheriff
Juvenile detention book	Lists name, address, date of birth, offense, date of release, and date booked for all juveniles jailed	Private	M.S. 260B.171	Lon Thiele Sheriff
Maltreatment of vulnerable adults	Records created or received in conducting investigations by law enforcement. Identity of reporter	Private Confidential	M.S. 13.82, subd. 10, 11 M.S. 626.557 M.S. 626.557, subd. 12b (c)	Lon Thiele Sheriff
Master index – adults	Name file entry and all incidences attached to the name	Private Confidential	M.S. 13.82	Lon Thiele Sheriff

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Master index – juvenile	Name file entry and all incidences attached to the name	Private Confidential	M.S. 13.82 M.S. 260B.171	Lon Thiele Sheriff
Officer investigative progress reports	Deliberative processes or investigative techniques, final opinion, or justification. Officer's views.	Confidential	M.S. 13.82, subd. 25	Lon Thiele Sheriff
Operation identification itemization	A list of items marked with a selected number, location of such number, and article name, kept for any participating person	Private	M.S. 13.37, subd. 1(a)	Lon Thiele Sheriff
Predatory Offender Registration	Documents relating to Predatory Offender Registration	Private	M.S. 243.166	Lon Thiele Sheriff
Prisoner property envelopes showing signed release	Lists prisoner's name, date of arrest, and personal property taken from him before being put in a cell, and date and signature when items returned	Private	M.S. 13.85	Lon Thiele Sheriff
Property lists	Description of stolen, lost, or recovered property	Private	M.S. 13.82, subd. 20	Lon Thiele Sheriff
Shift activity reports – supervisors	Summary of department activity occurring during a supervisor's shift	Private Confidential	M.S. 13.82 M.S. 13.85	Lon Thiele Sheriff
Tow slips/reports	Record of all vehicles towed by department	Private Confidential	M.S. 13.82	Lon Thiele Sheriff
Warrant files	Arrest warrant exists until taken into custody, served, or appear before court	Public Confidential	M.S. 13.82, subd. 19	Lon Thiele Sheriff
Warrants for intercepting communications	Court warrants approving interception of wire or oral communication	Confidential	M.S. 626A.06, subd. 9	Lon Thiele Sheriff