



# DATA PRACTICES POLICY

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## Purpose

The Minnesota Government Data Practices Act (MGDPA), and Chapter 12 of the City Charter govern all data and similar information collected, created, received, maintained, or disseminated by the City of Fridley (City).

The MGDPA provides that the City must maintain all Government Data in a manner that makes it easy for public inspection and access. The MGDPA regulates what information may be collected, who has access to that information, the duties of government personnel in administering its provisions, procedures for access to and classifying data, civil penalties for violations and the fees associated with fulfilling any request for Government Data.

Pursuant to Minnesota Statutes (M.S.) Chapter 13, this Data Practices Policy (Policy) addresses the requirement for a **Public Data Access Policy, Data Subject Rights and Access Policy, Not Public Data Protection Policy, and Not Public Data Inventory** as required by the MGDPA, the Minnesota Department of Administration and other State agencies.

If you have questions about the information in this Policy, contact a member of the City Clerk's Office at 763-572-3450 or [CityClerk@FridleyMN.gov](mailto:CityClerk@FridleyMN.gov).

## Data Practices Contacts

### **The City's Responsible Authority is:**

Melissa Moore, City Clerk  
7071 University Ave., N.E.  
Fridley, MN 55432  
763-571-3450  
[Melissa.Moore@FridleyMN.gov](mailto:Melissa.Moore@FridleyMN.gov)

As Responsible Authority, the City Clerk orders the following individuals as data practices compliance official and designees.

Beth Kondrick, Deputy City Clerk  
763-572-3573  
[Beth.Kondrick@FridleyMN.gov](mailto:Beth.Kondrick@FridleyMN.gov)

Becca Hellegers, Employee Resources Director  
763-572-3507  
[Becca.Hellegers@FridleyMN.gov](mailto:Becca.Hellegers@FridleyMN.gov)

Andrew Todd, Lieutenant  
(651) 253-4729  
[Andrew.Todd@FridleyMN.gov](mailto:Andrew.Todd@FridleyMN.gov)

## Definitions

This Policy hereby incorporates by reference and adopts the definitions of M.S. § 13.02 and Minnesota Rules 1205.0200.

**Government Data:** all data created, collected, received, maintained, or disseminated by any government agency or contractor regardless of the data's physical form, storage media or conditions of use.

**Responsible Authority:** City Clerk for the City of Fridley. The duties of the Responsible Authority include controlling the collection, use and dissemination of government data. The Responsible Authority is charged with classifying, maintaining and securing City government data; responding to data requests; resolving disputes related to data; and all other duties set forth in the MGDPA.

**Data Practices Compliance Official (DPCO):** authorized staff who receive and respond to questions or concerns about data practices problems, including problems in obtaining access to data the City keeps, responsible for responding to questions or concerns regarding the MGDPA.

**Designee:** any City employee designated by the Responsible Authority to be in charge of individual files or systems containing government data, and to receive and comply with data requests.

**Proof of Identification:** Acceptable forms of identification may include, but are not limited to: driver's license, a state-issued ID, a tribal ID, a military ID, a passport, a certified copy of a birth certificate, a certified copy of a court order or any other form of identification deemed appropriate to verify identity.

# Classification of and Access to Data

Unless otherwise designated by the MGDPA, other applicable statute, or temporary classification, all data that is collected, created, received, maintained, or disseminated by the City is presumed to be public, regardless of format.

All government data is divided into three general classifications:

1. Data on individuals
2. Data not on individuals
3. Data on decedents.

Each classification has three subcategories that determine who may access data. **In all three classifications, public data is accessible by anyone.**

The League of Minnesota Cities developed the following chart for clarity:

<b>Data on Individuals</b>	<b>Data not on Individuals</b>	<b>Data on Decedents</b>	<b>Access?</b>	<b>Example(s)</b>
Public	Public	Public	Anyone	Name on an application for a license from the City
<b>Not Public</b>				
Private	Non-Public	Private	Data subjects, individuals with authorization from the data subject, and government employees and officials with a business need to know.	Social Security Number Driver's License Number Performance Evaluation Body Worn Cameras
Confidential	Protected Non-Public	Confidential	Only government employees and officials with a business need to know.	Identity of mandated reporter of child abuse or neglect.  Data related to an active civil or criminal investigation that would impede said investigation.  Audit data on individuals before final report.  Body Worn Cameras

## External Agencies

Contractors with the City are generally required to comply with the MGDPA. However, the City may not be in possession of said data. All Contractors will be required to collect, maintain, store and disseminate data in compliance with this Policy and the MGDPA. Contractors are required to notify the City Clerk if a request for data is received, but the Contractor will be required to respond to said request.

## Public Data Access

All Government Data, regardless of its format, is presumed to be public, unless the MGDPA or other applicable law says otherwise. The MGDPA also requires the City to maintain and store Government Data in a way that makes it easily accessible by members of the public.

### Right to Access Public Data

The City cannot require a requester to identify themselves or explain the reason for a data request. However, depending on how the requester wishes to receive the data, the City may need some information about the requester. If the requester chooses not to provide any identifying information, staff will provide them with contact information so they may check the status of the request. In addition, if the City does not understand the request and has no way to contact the requester, it will not be able to process the request.

### Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. The City will create summary data if you request it in writing and pre-pay for the cost of creating the data.

### How to Request Public Data

Follow the instructions in the [How to Request Government Data](#) section.

## Data Subject Rights

This section of the Policy applies to data subjects or entities who are the subject of data that is collected, maintained, and/or disseminated by the City. In the normal course of business, the City collects, maintains, and disseminates Government Data from members of the public, public and private entities, its employees, and others who interact with the City. The MGDPA governs the rights that data subjects have related to the data that the City collects, maintains, and disseminates. The

City has established procedures to assure that all data on individuals is accurate, complete, and current for the purposes for which it was collected.

## **Access**

Data subjects have the right to inspect, free of charge, any public *and* private data that the City maintains about them. If asked, the City will tell you whether data is kept about you and whether that data are public, private, or confidential. See [Classification of Data](#) section above for more information about the classifications.

Parents have the right to inspect or get copies of the public and private data that the City collects, maintains, or disseminates about the parent's minor child(ren) (under the age of 18). Legal guardians have this same right related to the minors for whom they are appointed as guardian.

Minors have the right to request the City not to give data about them to their parent or legal guardian, and the City is required to inform a minor of this right. The City does have the authority to deny such a request based on the minor's best interests. Minors do not have the right to make this request if the data at issue is educational data maintained by an educational agency or institution.

To request data as a data subject, follow the instructions in the [How to Request Government Data](#) section.

## **Informed Consent - When the City Collects Data**

When the City collects data that may be not public, the City must give the data subject a notice, referred to as a Tennessean Warning. This notice gives a data subject information about why the City is collecting certain data, what the intended use of that data will be, and limits what the City can do with the data. The City cannot use or release the data for a purpose other than the purpose for which it was collected. The City must obtain written permission from a data subject before the City can use or release the data for any other purposes. This permission is called [Release of Information Consent](#) attached hereto.

## **Challenging Accuracy and/or Completeness of Data**

A data subject has the right to challenge the accuracy and/or completeness of the public and private data that the City maintains about that data subject. The data subject has the right to appeal any decision made on a challenge. A parent or guardian has the same rights related to the public or private data about the minor(s) for whom they are legally responsible.

# How to Request Data

Requesting access to government data is the same for members of the public and data subjects. To inspect data or request copies of data that the City maintains, a written request must be submitted using the [Data Request Form](#). The completed form must be submitted to the City Clerk, or their designee. Requests may be submitted in-person, by mail or email.

The City cannot require a member of the public to provide identifying information or explain the reason for the data request. However, City staff may ask for identification information to verify whether a requester is the subject of the requested data, or has authorized access, in order to access private or nonpublic data, or to obtain sufficient information for mailing the requested data (via U.S. Mail or electronic transmission).

For private data, the City Clerk, or their designee, may require proof of identification before responding to the data request pursuant to M.S. § 13.05 subd. 12. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. **If you do not provide proof that you are the data subject or have authorized access, the City cannot respond to your request. Staff may request proof of identification be provided in-person.**

If the City does not understand a requester's data request and/or has no way to contact a requester, the City will not be able to process the data request.

## How the City Will Respond to a Data Request

Upon receiving a request, the City Clerk or their designee will process the request. If the City does not have the data being requested, the requester will be notified as soon as reasonably possible. If the City does have the data being requested, but the data is not available to the public, it will notify the requester as soon as reasonably possible and cite the specific statute(s) that classify any such data.

If the City has the data that is requested and the data are public, the City Clerk or their designee will respond to the request appropriately and within a reasonable amount of time by doing one of the following:

1. Arrange a date, time, and place to inspect data, for free, if the requester wishes to inspect the data;
2. Provide the requester with paper copies of the data if requested (a mailing address may be required if the requester asks for any data be mailed); or
3. Digitally transmit requested data to the requester.

Following the City's response, if the requester does not make arrangement within 14 business days to inspect the data or pay for copies, the City will conclude the requester no longer wants the data and will consider the request closed.

The MGDPA does not require the City to create or collect new data in response to a data request or to provide data in a specific form or arrangement if the City does not keep the data in that form or arrangement. In addition, the MGDPA does not require the City to answer questions that are not requests for data.

If the requester is the data subject, the City must respond within 10 business days of the request, excluding Saturdays, Sundays and City holidays. If the requester is not the subject of the data, the City must respond in an appropriate and prompt manner, which is within a reasonable amount of time depending on the nature and extent of the request. The City Clerk, or their designee, will communicate with the requester regarding the nature of the request and what an appropriate response time may be.

## **Standing Requests**

The City will not accept standing requests for data. The City will require the requester to complete a new Data Practices Request Form to initiate a new request.

## **Fees**

The public has the right to look at (inspect), free of charge, all public data in the City's possession.

The MGDPA provides that, if a person requests copies or electronic transmittal of data, the City Clerk, or their designee, may require the requester to pay a fee, which will be calculated using one of the methods below. Regardless of which method is used, the City may not charge for separating public data from not public data.

The City Clerk may, through administrative policy, may choose to not charge for requests up to \$5, which may be revised not more than annually. Prepayment for copies is required.

### **Fee Calculation Method No. 1: 100 or Fewer Paper Copies**

If 100 or fewer pages of black and white, letter or legal-size paper copies are requested, the City will charge a per-page fee of not more than 25 cents for each page copied (50 cents for a two-sided copy). The City is authorized to charge only the per-page fee. This provision will not be interpreted to permit division of a single request into requests for copies of fewer than 100 pages in order to avoid charging a fee based on the actual costs of providing copies.

Fees for data subjects will be calculated using Method No. 2.

## Fee Calculation Method No. 2: Actual Cost

For more than 100 paper copies or other modes of sharing of data the City may charge the actual cost for an employee to search for and retrieve the data (charged in 15 minute increments). The City will not charge a minimum fee but reserves the right to calculate the cost to respond to the request.

The City may not assess a fee for labor costs (e.g., wages, benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed.

Goods and services that will be charged to a requester:

- Employee time to search for and retrieve data (*the City cannot charge for time to search or retrieve data when the requester is the data subject*)
- Cost of media (paper, CD ROMs, DVDs, USBs, etc.)
- Mailing costs
- Staff time to prepare copies
- Costs of reproduction that cannot be produced by the City, such as photographs

Services that cannot be charged to a requester:

- Employee time to separate public from not public data (i.e., redaction)
- Operating expenses of a copier, such as electricity, wear and tear, etc.
- Costs not related to copying, such as preparing a fax cover sheet, invoice, etc.
- Sorting, reviewing, or verifying accuracy if not necessary for copying
- Sales tax or accounting functions
- Costs related to inspection.

## Fee Schedule

<b>Fee Calculation Method No. 1: 100 or Fewer Paper Copies</b> (Data Subjects are exempt)	
Charge Type	Fee
100 paper copies or fewer  This charge is a flat rate; the City cannot add on any additional charges, such as cost of employee times postage or paper.	\$0.25/page or \$0.50 for a two-sided copy.  <b>Not applicable to Data Subjects.</b>
<b>Fee Calculation Method No. 2: Actual Cost</b>	
Charge Type	Fee
Hourly Rate (charged in 15-minute increments)  <i>Least paid capable employee to retrieve and copy data.</i>	Standard fee: \$35/hour  <b>Not applicable to Data Subjects.</b>
Postage	Market rate for postage



Digital Evidence (ex. Body Worn Camera, Squad Video, etc.) via Downloadable Link	\$35/incident <i>Flat fee that includes employee time</i>
CD/DVD	\$1/disk
Printing Cost - Black and White	\$0.06/page
Printing Costs - Color	\$0.25/page
External Storage Device	To be determined ( <i>actual cost of device</i> )
Certification Service	\$5/instance
Photo prints	Photos will be printed on standard copy paper. See Printing Costs.
Special & vendor costs  Costs necessary to produce from machine-based record keeping systems, such as microfilm systems and/or costs incurred by requiring vendor to fulfill said request	To be determined. Requester will be notified before costs accrued.

## Requests for Summary Data

Pursuant to M.S. § 13.05, subd. 7, the City may contract with an outside entity to prepare summary data. All rules and regulations for hiring such an outside entity will be followed according to Minnesota Rules (M.R.) 1205.0700. Any costs incurred in the preparation of summary data will be borne by the requesting party. The City will communicate with the requester and follow all directives for calculating fees found in Minnesota Rules Part 1205.0300.

## Not Public Data

The MGDPA requires the City prepare a data inventory which describes all not public data on individuals and which employees have access to said data. This policy also indicates when the City can share not public data and penalties for unlawfully accessing not public data.

## Employee Access to Information

M.S. § 13.05, subd. 5, requires the City to identify the employees who have access to not public data. The City has met this requirement by incorporating employee access listed in the Not Public Data Inventory, in the employee's position description, or both. This Policy limits access to not public data to employees and their supervisors whose work assignment reasonably requires access to the data. In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in the Not Public Data Inventory, the City Clerk, their designee(s), the DPCOs, the City Manager, the City Attorney, and the Information Technology Manager and their

applicable deputies and assistants may have access to all not public data maintained by the City, or a Department Director for not public data maintained by their respective department. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

## **Data Sharing with Authorized Entities or Individuals**

State or Federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a State or Federal law or regulation allows or mandates it. Individuals will have notice of any sharing in applicable informed consent through a release of information provided by the City. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

## **Ensuring Not Public Data Are Not Accessed Without a Work Assignment**

Within the City, departments may assign tasks by employee or by job classification. Each department shall ensure that all not public data are secure and are only made available to employees with a valid work reason to access the data in accordance with this Policy and applicable law. This Policy also applies to departments that share workspaces with other departments within the City where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, implementing password protections for not public electronic data;
- Password protecting employee computers and locking computers before leaving workstations;
- Discussing not public data only with authorized personnel and ensuring such conversations are not audible to unauthorized parties;
- Securing not public data within locked workspaces and in locked file cabinets; and
- Shredding not public documents before disposing of them.

## **Penalties for Unlawfully Accessing Not Public Data**

The City will utilize penalties for unlawful access to not public data as provided for in M.S. § 13.09, if necessary. Any employee unlawfully accessing not public data or violating applicable sections of this Policy or applicable laws may be subject to disciplinary action, up to and including involuntary termination. The City may also refer such violations to the appropriate authorities, which may pursue other legal actions.

## **Not Public Data Inventory**

Pursuant to M.S. § 13.025 the City has compiled a list of all not public data that is collected and maintained by individual departments. The inventory includes a description of the data, the data's

typical classification, the statutory citation which directs the data's classification, and a list of City staff who have access to each not public data item.

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*City Manager's Department Not Public Data Inventory*

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Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
City Commission and Committee Appointment Files	Applications for appointment	Private	M.S. 13.601	City Manager, Assistant to the City Manager, Staff Liaison, City Clerk, Deputy City Clerk
City Manager's Report	Update from the City Manager to members of the City Council that contains data other than public	Private/Non-public/Confidential	Various	City Manager, Assistant to the City Manager
Federal Contracts	Agreements, contracts	Private/Non-Public	M.S. 13.35	City Manager, Assistant to the City Manager, Finance Director, Assistant Finance Director
Civil Legal Action	Pending or ongoing civil legal case files and work product	Protected Non-Public	M.S. 13.39	City Manager, Assistant to the City Manager, City Clerk, City Attorney, and certain employees on an as needed basis as part of a specific work assignment.
Absentee Ballot Application	Application submitted to receive an Absentee Ballot (contains social security number)	Private	M.S. 13.37 M.S. 203B.04	City Clerk, Deputy City Clerk, Assistant to the City Manager, Absentee Ballot Board
Ballots	Sealed absentee ballots, voted and rejected ballots	Private	M.S. 13.37, subd. 2	City Clerk, Deputy City Clerk, Assistant to the City Manager, Absentee Ballot Board
Data Practices Responses	Responsible Authority/designee responses to written requests pursuant to the Minnesota	Private	Response could be private depending on the data requested. Various statutes could apply.	City Manager, Responsible Authority, Data Practices Compliance Official, City Clerk, Deputy City Clerk, and certain employees

	Government Data Practices Act			on an as needed basis as part of a specific work assignment.
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*Community Development Department Not Public Data Inventory*

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Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Applications	Permit applications and summary data – includes building permits and business permits ( <i>can contain security data</i> )	Private	M.S. 13.37	City Manager, Community Development Director, Planning Manager, Building Official, Building Inspector, Associate Planner, Permit and Licensing Coordinator, Public Works Director, Administrative Assistant, City Engineer, Assistant City Engineer
Building Plans, Commercial and Industrial	Copyrighted architectural, design specifications; Structural and utility plans, security plans and trademark information ( <i>can contain security data</i> )	Private Non-Public	M.S. 13.37 subd. 1b	City Manager, Community Development Director, Planning Manager, Building Official, Building Inspector, Associate Planner, Permit and Licensing Coordinator, HRA Assistant Executive Director, Public Works Director, City Engineer, Assistant City Engineer, Public Works Utilities Staff, City Forester, Environmental Planner, and certain employees on an as needed basis as part of a specific work assignment.
Building Plans, Residential	Copyrighted architectural, design specifications, structural and utility plans	Private Non-Public	M.S. 13.37	City Manager, Community Development Director, Planning Manager, Building Official, Building Inspector, Associate Planner, Permit and Licensing Coordinator,

				Public Works Director, City Engineer, Assistant City Engineer, Utilities Staff, City Forester, Environmental Planner, and certain employees on an as needed basis as part of a specific work assignment.
Business Licensing Applications	License applications and summary data	Private	M.S. 13.37	City Manager, Community Development Director, Planning Manager, Building Official, Building Inspector, Associate Planner, Permit and Licensing Coordinator, City Clerk, Deputy City Clerk
Grant Application and Loans	Annual breakdown of city applications and supporting materials or services	Private	M.S. 13.462	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Associate Planner, Environmental Planner, Code Enforcement Inspector, Rental Inspector
HRA Project Management and Rental Agreements	Rent rolls, schedules, tenant income related to Title II	Private	M.S. 13.46; M.S. 13.462; M.S. 13.585	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Associate Planner, Environmental Planner, Code Enforcement Inspector, Rental Inspector
Nuisance Complaints	Complaints from citizens about the use of real property	Confidential	M.S. 13.44	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Associate Planner, Environmental

				Planner, Code Enforcement Inspector, Rental Inspector, Public Works Director, Administrative Assistant, City Engineer, Assistant City Engineer, and certain employees on an as needed basis as part of a specific work assignment.
Property Acquisition	Purchase valuation data, agreements, property data – includes real property appraisal information	Confidential Protected Non-Public Nonpublic	M.S. 13.44; M.S. 13.585	City Manager, City Clerk, Deputy City Clerk, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Associate Planner, Environmental Planner, Code Enforcement Inspector, Rental Inspector, Public Works Director, City Engineer, Assistant City Engineer, Administrative Assistant
Rental Licensing Applications	License applications and summary data	Private	M.S. 13.37	City Manager, Community Development Director, Rental Housing Manager, Rental Inspector, Planning Manager, Associate Planner, Code Enforcement Inspector, Building Official, Building Inspector, Permit and Licensing Coordinator, Community Development Office Coordinator

*Employee Resources Department Not Public Data Inventory*

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
I-9 Employee Eligibility Verification	Verification of status of citizenship or naturalization	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Affirmative Action Files	Sexual harassment and discrimination; Supplemental personnel data from job application; Copies of reports sent to Human Rights Commission	Private Confidential	M.S. 13.39; M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Applications for Persons on Eligibility List/Register	Applications, resumes, letters of recommendation, police background investigations, etc. If hired, application becomes part of personnel file.	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Insurance and Payroll Coordinator, Public Safety Director, Deputy Director of Public Safety, Administrative Assistant, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Benefit Enrollment Forms	Employees' medical, dental, deferred compensation, etc. election forms	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Insurance and Payroll Coordinator
Department of Labor	Complaints, alleged violations of FLSA	Private	M.S. 13.79	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Finance Director

Drug and Alcohol Testing Results	Includes commercial driver's licenses, controlled substance test results, driver's evaluations, pre-placement drug test results	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Employee Medical Records	Information relating to the health status of an employee which is made or maintained by a physician, nurse or other health care personnel	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Examination File	Completed exams administered to applicants & promotional exams administered to employees	Private	M.S. 13.43	City Manager, Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Family Medical Leave Document	Employee application information for family medical leave	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Safety Director, Director of Public Works, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
First Report of Injury	Claims for injuries, injury report, supervisor's report	Private	M.S. 13.43	City Manager, Assistant to the City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, applicable



				supervisor(s), Finance Director, Insurance and Payroll Coordinator
Grievance Files	Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules and received by the city.	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Safety Director, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Infectious Disease & Occupational Exposure Files	Files on each employee dealing with safety & training on diseases such as hepatitis and AIDS. (not in personnel file)	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Safety Director, Public Safety Office Coordinator, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Long Term Disability	Claims filed by employee for a long-term disability insurance program	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
OSHA Reports	Incident Reports and Annual Summary or any information concerning employee exposure to toxic substances or harmful physical agents.	Private	M.S. 13.43; OSH Act of 1970	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Assistant to the City Manager
Personnel Data and File	Applications, references, performance	Public Private	M.S. 13.43; M.S. 179A.03 subd. 4	City Manager, Employee Resources Director, Employee Resources

	evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. on employees, volunteers, independent contractors; labor relations information			Specialist, Administrative Assistant, Public Safety Director, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Recruitment Files	Records relating to posting, recruitment, selection and appointment to each city position.	Public Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Insurance and Payroll Coordinator, Public Safety Director, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Retirement Data	PERA forms, applications, beneficiaries, addresses, DOB, direct dep., tax withholding	Private	M.S. 13.63	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Insurance and Payroll Coordinator
Salary benefit surveys	Surveys from consulting firms, non-profits, associations or other employers	Non-public	M.S. 13.435	City Manager, Employee Resources Director, Employee Resources Specialist, Finance Director
Short Term Disability	Claims filed by employee for a short-term disability Insurance	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Social Security Numbers	Social Security numbers	Private	M.S. 13.355	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative

				Assistant, Assistant to the City Manager, Finance Director, Insurance and Payroll Coordinator
Undercover law enforcement assignment	Application or assignment	Private	M.S. 13.43 subd. 5	City Manager, Public Safety Director, Public Safety Office Coordinator, Employee Resources Director
Unemployment Claims or Compensation	Claim and compensation information for unemployment	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Insurance and Payroll Coordinator, Administrative Assistant
Wage Assignments (Garnishment)	Letters, correspondence	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Insurance and Payroll Coordinator, Administrative Assistant, Public Safety Director, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Workers Compensation Claims	Claims for injuries, injury reports and correspondence.	Private	M.S. 13.43; M.S. 176.231	City Manager, City Manager, Assistant to the City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant

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*Finance Department Not Public Data Inventory*

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Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Special Assessment Deferment Application	Information for verifications of income, ownership, etc.	Private Non-Public	M.S. 13.51 subd. 2; M.S. 13.52	City Manager, Finance Director, City Assessor, Accounting Specialist

Discovery Responses from Tax Court Petitioners	Written or electronic responses to interrogatories	Private	M.S. 13.39	City Manager, Finance Director, City Assessor
Bond and Interest Coupon Register	Information pertaining to bond	Private Non-Public	M.S. 475.55	City Manager, Finance Director, Assistant Finance Director, Senior Accountant
Audit Reports – External	Reports based on private companies for the review of tax payments	Non-Public	M.S. 13.392; 13.37, subd. 2	City Manager, Finance Director, Assistant Finance Director, Senior Accountant, Accounting Specialist
Audit Reports – Internal	Draft reports based on the agencies’ internal operations	Non-Public Private	M.S. 13.392	City Manager, Finance Director, Assistant Finance Director, Senior Accountant, Accounting Specialist
Automatic Payment Plan Authorization Form	Completed form and supporting document allowing for automatic payment	Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Accounting Specialist, Utility Billing Clerk
Checks (Accounts Receivable)	Checks received from customers submitted electronically to financial institution	Private	M.S. 13.37 ( <i>to the extent they include checking account numbers</i> )	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator
Credit Card Receipts	Merchant copy of credit card receipts	Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Senior Accountant, Customer Service Representative, Utility Billing Clerk
Grants	Miscellaneous grant programs and stipulations	Nonpublic	M.S. 13.35; M.S. 13.599	City Manager, Finance Director, Assistant Finance Director, Senior Accountant
Unclaimed Property Records (Sent to State)	Includes checks not cashed	Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Senior Accountant
Claims	Claims that are filed by or against the city.	Private	M.S. 13.43; M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator
Payroll Forms	Change Form, Garnishments, Pension and Retirement	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Director,

	Reports, PERA Reports, Time Sheets, Vacation & Leave Requests, W-2, W-3, W-4, 1099.			Employee Resources, Employee Resources Specialist, Administrative Assistant
Payroll Reports	Payroll history, payroll journal, payroll ledger, state withholding, federal withholding and FICA Reports	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Unemployment Claims or Compensation	Claim and compensation information for unemployment	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Wage Assignments	Letters, correspondence	Private	M.S. 13.43, subd. 4	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant

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*Parks and Recreation Department Not Public Data Inventory*

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Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Commissioner Files	Applications, name, address, history, veteran status, telephone number, employment history, volunteer work, awards, honors, complaints, charges	Non-Public	M.S. 13.601	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager, Customer Service Representatives, Assistant to the City Manager
Exhibitor Data	Registration forms, contact information, business data	Private	M.S. 13.548 subd. 3	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook

				Nature Center Manager, Customer Service Representatives, Public Works Director, Public Works Parks and Facility Managers, and certain employees on an as needed basis as part of a specific work assignment.
Facility Usage	Application, event details, terms of rentals, responses for the purposes of enrolling individuals into recreational or other social programs	Non-Public	M.S. 13.548 subd. 1	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant, Program Coordinators, Public Works Director, Public Works Parks and Facility Managers, and certain employees on an as needed basis as part of a specific work assignment.
Fee Waiver Sheets	Information about low-income participants	Private	M.S. 13.548	City Manager, Parks and Recreation Director, Recreation Division Manager, Recreation Coordinator, Springbrook Nature Center Manager, Administrative Assistant, Customer Service Representatives
Grants	Applications	Non-Public until published	M.S. 13.599	City Manager, Parks and Recreation Director, Recreation Division Manager, Recreation Coordinator, City Clerk, Deputy City Clerk, Springbrook Nature Center Manager, Customer Service Representatives, Public Works Director, City Engineer, Assistant City Engineer, Engineering Technician, Public Works Managers, Public Works Administrative Assistant, Environmental Planner

Mailing Lists	A list of program participants	Private	M.S. 13.548	City Manager, Parks and Recreation Director, Recreation Division Manager, Recreation Coordinator, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant
Private Donor Gift Data	Solicitation letters, proposals, pledge cards	Private and Non-Public	M.S. 13.792	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant
Registration Forms and Registration Program Account Information	Registration forms completed by participants or on behalf of participant	Public Private	M.S. 13.548	City Manager, Parks and Recreation Director, Recreation Division Manager, Recreation Coordinator, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant
Scholarships	Names, applications, amounts, income	Private	M.S. 13.548	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant
Lodging Tax Data	List of taxpayer identification data, collected	Non-Public	M.S. 13.495	City Manager, Parks and Recreation Director, Communications Manager, Finance Director, Assistant Finance Director, Accountant
Mailing Lists	A list of participants	Private	M.S. 13.548	City Manager, Parks and Recreation Director, Communications Manager, and certain employees on an as needed basis as part of a specific work assignment.

*Public Safety Department Not Public Data Inventory*

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Arson Reports and Investigations	Information pertaining to arson	Confidential	M.S. 13.82 subd. 7; M.S. 13.83	Director Public Safety, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Marshall, Office Coordinator, and certain employees on an as needed basis as part of a specific work assignment.
Fire Relief Association	Financial records	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Inspector, Director of Finance, Assistant Director of Finance
Voluntary Permission and Consent to Search and Seize	Obtains permission to seize evidence for determining origin of fire.	Confidential until investigation is closed.	M.S. 13.82	Public Safety Director, Safety, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Marshall, all full-time and part-time Fire Department staff
911 Recordings	Audio recordings	Private	M.S. 13.82 subd. 4	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Arrest and Charge	Audio and video recording determined to have evidentiary value where suspects have been arrested, issued citations and/or a report has been forwarded to the prosecutor for a charging decision.	Private Confidential	M.S. 13.82 subd. 4 and 7; M.S. 13.825	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Background Check	Local records check on	Non-Public	M.S. 13.43 subd. 12; M.S. 626.87	Public Safety Director, Deputy Director of Public



	individual (i.e., employment, adoptions).			Safety, Administrative Sergeant, Supervisors, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Body Worn Camera Footage	Video and/or audio captured on Police body worn cameras	Non-Public	M.S. 13.825	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Case Files/Offense Reports Adult	Investigative data, photographs, videos, witness statements	Private Confidential	M.S. 13.82, subd. 7, 8, 9, 10, 11 and 17	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Case Files/Offense Reports - Juvenile	Includes individual's name, date of birth, time of occurrence, and place of action, description of what happened, location, whether any weapons were used, and other pertinent data.	Non-Public Private Confidential	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Certification for Peace Officer for State Aid Application	State form PA-1	Public/Private	M.S. 13.43	City Manager, Public Safety Director, Deputy Director of Public Safety, Finance Director, Employee Resources Director, Insurance and Payroll Coordinator
Death Investigation	Any case file or any investigation involving a death.	Private	M.S. 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, and certain employees on an as needed basis as part of a specific work assignment.
Department Payroll and	Information collected by Police	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public

Leave Information	Division before sending to payroll.			Safety, Command Staff, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Dictated and Audio Recorded Reports	Audio recordings of the officer's report transcribed into written report.	Private	M.S. 1382, subd. 7; M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Detectives, Police Technicians
Digital Transcription System Recording	Statements taken from victims, witnesses, suspects, et. al.	Private	M.S. 13.82; subd. 7; M.S. 206B.171	Public Safety Director, Deputy Director of Public Safety, Detectives, Police Technicians
E-Reports – Officer Reports	Field copy of police report	Public/Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Emergency Plan	Emergency Operations Plan	Public/Private	M.S. 13.37	City Manager, Public Safety Director, Deputy Director of Public Safety, Supervisors, Public Works Director, City Engineer, Assistant City Engineer, Communications Manager, Public Works Managers, Public Works Lead, and certain employees on an as needed basis as part of a specific work assignment.
Evidence/ Property Logs and Inventory Reports	Property which has been found, confiscated, seized, etc.	Public/Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Evidence Clerk
Expunged Records	Case file, which may include ticket, arrest report, legal documents, photos, etc. and Notice of Expungement.	Private Confidential	M.S. 609A.01	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Police Technician
Fingerprint Cards	Sworn officers and police personnel; janitors or persons accessing secured	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Office Coordinator

	areas without supervision.			
Firearm Application Permits/ Transfers	Includes application to purchase a copy of the firearm permit to carry.	Private	M.S. 13.87	Public Safety Director, Deputy Director of Public Safety, Police Technician
Fridley Municipal Building Security Card/Key Authorization	Applications for security access to City facilities	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant
Fridley Police Association Records	Financial records and membership fees	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Association Treasure
Homicides	Audio and video recordings containing information regarding any homicides	Confidential	M.S. 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Incident Reports	First record of all calls for service or reports of offenses received. In part not public	Private Confidential	M.S. 13.80; M.S. 13.82 subd. 7; M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Internal Investigations	Audio and video recording determined to have evidentiary value in any internal investigation; case files and reports	Private Confidential	M.S. 13.39; M.S. 13.43, subd. 4, 8, 11, 12, 15; 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Investigations Lieutenant
Interviews – Audio and Video Recordings	Determined to have evidentiary value. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file.	Confidential	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.

Intoxilyzer Test Results	Original record maintained by the BCA. Department copy retained in accordance with the item they related to (i.e., case file or arrest report).	Private Confidential	M.S. 13.82 subd. 6	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Holding Cell Inspection Record		Private	M.S. 13.82; subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, Patrol Lieutenant
Master Name File	Adult	Private Confidential	M.S. 13.82, subd 7, 8, 9, 10, 11 and 17	Public Safety Director, Deputy Director of Public Safety, Police Technician, Administrative Sergeant
Master Name File	Juvenile	Private Confidential	M.S. 13.82, subd 2, 7 and 17 M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Police Technician, Administrative Sergeant
Officer Candidate Application	Interviewed, no background investigation	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Background Investigator, Office Coordinator
Officer Candidates Background	Investigation, not hired	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Specialist, Employee Resources Background Investigator, Office Coordinator
Officer Candidates Background	Investigation, hired	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Specialist, Employee Resources Background Investigator, Office Coordinator
Pawn Shop Records		Private	M.S. 13.82 subd. 27	Public Safety Director, Deputy Director of Public

				Safety, Detectives, Police Technicians
Photographs/ Negatives or Digital Discs		Private	M.S. 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Police Technicians, Administrative Sergeant
Police Clearance Letters	Criminal history or individual within jurisdiction.	Private	M.S. 13.87	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Police Technicians
Prisoner Property Receipts		Private	M.S. 13.85	Public Safety Director, Deputy Director of Public Safety, Patrol Lieutenant
Roll Call Information	Briefing information for department	Private	M.S. 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Security Door Transaction	Electronic report identifying transactions	Non-Public	M.S. 13.37	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Office Coordinator, and certain employees on an as needed basis as part of a specific work assignment.
Taped Interviews (no suspects)	Audio/video/digital recordings determined to have evidentiary value where no suspects have been developed, and/or no individuals have been formally charged.	Private	M.S. 13.82, subd. 7; M.S. 206B.171	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, and certain employees on an as needed basis as part of a specific work assignment.
Training Staff Files	Private identifying information (address, date of birth, partial social security number)	Public/Private	M.S. 13.43, subd. 4	Public Safety Director, Deputy Director of Public Safety, designated supervisor, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Office Coordinator

Use of Force	Audio, video and digital recordings containing information of any incident where force was used and supervisory review is not yet completed according to department policy.	Private Confidential	M.S. 13.39; M.S. 13.43; M.S. 13.82; subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, responding officer(s)
Validation/Error Integrity Reports		Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Police Technicians, Administrative Sergeant
Validation Report	Regarding stolen property	Private, Non-Public	M.S. 13.82 subd. 20	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Videotape of Holding Cell		Private	M.S. 13.85	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians

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*Public Works Department Not Public Data Inventory*

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Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Bids, Quotations and RFP's	RFP and bid documentation	Non-Public	M.S. 13.37 subd. 2; M.S. 13.591	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Environmental Planner, Neighborhood Preservation Specialist, Rental Inspector, Public Works Director, City Engineer, Assistant City Engineer, Public Works Managers, Environmental Planner, Administrative Assistant, Finance Director, Public Safety Director, Deputy Director of Public

				Safety, Deputy Director/Fire Chief, Fire Marshall, Administrative Assistant
Environmental Complaints	Reports about environmental complaints, including disposition	Private	M.S. 13.44	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Administrative Assistant, Public Works Managers, and certain employees on an as needed basis as part of a specific work assignment.
Environmental Protection Agency or Minnesota Health Department Reports	Complaints	Private Non-Public	M.S. 13.39; M.S. 13.44	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Public Works Managers, Administrative Assistant, and certain employees on an as needed basis as part of a specific work assignment.
Mailing and Email Lists	List of affected parties, project notification lists including email subscriber information.	Private	M.S. 13.356	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Administrative Assistant, Environmental Planner
Notice of Utility Disconnection	Notice of private and public utility gas or electric disconnections.	Private Non-Public	M.S. 216B.0976	City Manager, Public Works Director, Public Works Utility Manager, Administrative Assistant
Permit and License Applications	Permit and license applications and summary data – includes telecommunications, right-of-way, utility, site applications and business license applications.	Public Private	M.S. 13.37	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Engineering Technicians, Public Works Managers, Public Works Lead, Public Works Utilities Staff, Administrative Assistant, and certain employees on an as needed basis as part of a specific work assignment.
Public and Utility Facilities	Building plans, computer coding systems used to provide security and operation of public utility services and building security systems.	Non-Public	M.S. 13.37 subd. 1a	City Manager, Public Works Director, Public Works Managers, Public Works Facilities Coordinator, Public Safety Director, Public Safety Deputy Director, IT Manager, and certain employees on an as needed basis as part of a specific work assignment.

Public Utility Infrastructure	Streets, storm sewer, public utility designs, drawings, schematics	Non-Public	M.S. 13.37	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Engineer, Engineering Technician, Public Works Managers, Public Works Lead, Public Works Service Workers, Public Works Facilities Coordinator, Public Works Fleet Coordinator, Administrative Assistant, Public Safety Director, Deputy Director of Public Safety, and certain employees on an as needed basis as part of a specific work assignment.
Site Plans	Engineering plans, design specifications, structural and utility plans	Private Non-Public	M.S. 13.37	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Public Works Utilities Staff, City Forester, Administrative Assistant, Environmental Planner, Community Development Director, Planning Manager, Building Inspector, Permit Coordinator.



# DATA PRACTICES REQUEST FORM



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## About This Form

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The MGDPA provides that the City must maintain all Government Data in a manner that makes it easy for public inspection and access. To inspect data or request copies of data that the City maintains, a written request must be submitted in a form as required by the City.

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## Request Details

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### Contact Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Requesting parties are not required to provide the above contact information. Requests cannot be accommodated if there is no contact information provided. Staff will begin gathering data upon submission of this form. Pursuant to M.S. § 13.04 if the requester is the subject of the data, the City must respond within 10 business days of the request, excluding Saturdays, Sundays and City holidays. If the requester is not the subject of the data, the City must respond in an appropriate and prompt manner, which is within a reasonable amount of time depending on the nature and extent of the request. The City will communicate with the requester regarding the nature of the request and what an appropriate response time may be.

### I am requesting access to data in the following way (Prepayment Required for Copies):

Inspection       Copies       Both inspection and copies       Summary Data

### Data Requested:

Police Incident Report (ICR)     Other City Data

Describe the data you are requesting as specifically as possible (attach additional sheets if necessary):

### Submittal Information:

If you are requesting copies of Police Incident Reports (ICRs) submit this form to:	If you are requesting any other City data submit this form to:
City of Fridley Police Division 7071 University Avenue N.E., Fridley, MN 55432 <a href="mailto:PoliceRecords@FridleyMN.gov">PoliceRecords@FridleyMN.gov</a>	City of Fridley City Clerk Division 7071 University Avenue N.E., Fridley, MN 55432 <a href="mailto:CityClerk@FridleyMN.gov">CityClerk@FridleyMN.gov</a>

# RELEASE OF INFORMATION CONSENT



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## About This Form

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The City does not have the legal authority to release any not public government data on individuals to another entity/person. If you wish the City to release any not public government data to another entity/person you must grant your written informed consent.

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## Verifications

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I, \_\_\_\_\_ (Name), give my permission for the City of Fridley to release data about me to \_\_\_\_\_ (Name of other entity/person) as described in this consent.

1. The specific data I want the City of Fridley to release includes (explanation of data):  
\_\_\_\_\_  
\_\_\_\_\_
2. I understand that I have asked the City of Fridley to release the data.
3. I understand that although the data are classified as private at the City of Fridley the classification/treatment of the data at \_\_\_\_\_ (Name of other entity/person) may not be the same and is dependent on laws or policies that may apply to \_\_\_\_\_ (Name of other entity/person).
4. I understand that I may cancel this consent at any time prior to the information being released by notifying the member of staff listed above on this content form in writing.
5. I understand this consent form automatically expires 1 year after signing.

\_\_\_\_\_  
Signature of data subject

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature (if needed)

\_\_\_\_\_  
Date

### Notary Public Verification

State of \_\_\_\_\_ )  
  )SS  
County of \_\_\_\_\_ )

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Submit this form to [CityClerk@FridleyMN.gov](mailto:CityClerk@FridleyMN.gov)

# BODY WORN CAMERA RELEASE



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## About This Form

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Pursuant to M.S. § 13.825 Body Worn Camera (BWC) video is not public without redaction unless the City of Fridley (City) has received a Release of Information for every image or voice recorded on the video.

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## Verifications

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I, \_\_\_\_\_ (Name), whose date of birth is \_\_\_/\_\_\_/\_\_\_ give consent and permission to the City to release BWC footage containing my image and/or voice.

- I am the parent/guardian of a minor child whose image and/or voice was recorded on a BWC.
- I give my permission for the City to release BWC video containing images or voice records of my minor child(ren). List full names and dates of birth of each minor child:

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I affirm the information provided is true and correct under penalty of law. This authorization shall be valid for a period of one year, but may be revoked at any time, prior to expiration, by providing written notice to the City. Signature must be notarized or witnessed by a City of Fridley Police Division staff member.

\_\_\_\_\_  
Signature

\_\_\_/\_\_\_/\_\_\_  
Date of Authorization

### Notary Public Verification

State of \_\_\_\_\_ )  
  )SS  
County of \_\_\_\_\_ )

This instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

### City of Fridley Police Division Staff Member Verification

\_\_\_\_\_  
City Staff Witness

\_\_\_/\_\_\_/\_\_\_  
Date Received

Submit this form to: City of Fridley Police Division, 7071 University Avenue N.E., Fridley, MN 55432  
[PoliceRecords@FridleyMN.gov](mailto:PoliceRecords@FridleyMN.gov).

# BODY WORN CAMERA REQUEST



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## About This Form

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This form is to be used by any member of the public to request Body Worn Camera (BWC) footage from the City of Fridley (City) Police Division.

After receiving a request for BWC footage, a staff member will review the footage. Staff will then contact you to advise you on the classification of data found in the footage, if redaction if needed, and the possibility of fees associated with your request. Payment of fees must be made in full prior to the release of any BWC footage.

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## Verifications

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Requester's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ Incident Report Number: \_\_\_\_\_

I would like the video emailed to: \_\_\_\_\_

I would like the video saved to a disc and mailed to: \_\_\_\_\_

\_\_\_\_\_

## For Internal Use

\_\_\_\_\_  
Received By

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date Received

Submit this form to: City of Fridley Police Division, 7071 University Avenue N.E., Fridley, MN 55432  
[PoliceRecords@FridleyMN.gov](mailto:PoliceRecords@FridleyMN.gov).