
Le Sueur County, MN

Tuesday, February 17, 2015

Board Meeting

Item 4

10:15 a.m. Human Resources (10 min)

Staff Contact:



Human Resources

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057
Telephone: 507-357-8517 • Fax: 507-357-8607
Cindy Westerhouse – Human Resources Director

HUMAN RESOURCES AGENDA ITEMS February 17, 2015

Recommendation to approve and sign the Le Sueur County Telecommute Agreement with Miranda Rosa effective January 15, 2015 to January 15, 2016.

Recommendation to grant regular status to Sydnie Wigand, full time Public Health Nurse in Public Health, effective February 4, 2015. Sydnie has completed the six-month probationary period.

Recommendation to grant regular status to Scott O'Brien, full time Deputy Sheriff, in the Sheriff's Office, effective February 10, 2015. Scott has completed the one-year probationary period.

Recommendation to hire Kelly Wroe as a full time Deputy Auditor-Treasurer II, Motor Vehicle Specialist, in the Auditor-Treasurer License Bureau Office, a Grade 6, Step 1 at \$16.74 per hour, effective March 9, 2015.

Recommendation to approve the Policy for Ensuring the Security of Not Public Data and post on the Le Sueur County website.

Equal Opportunity Employer

Policy for Ensuring the Security of Not Public Data

Legal requirement

The adoption of this policy by Le Sueur County satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in Le Sueur County's Inventory (required by Minnesota Statutes, section 13.025, subd. 1), in the individual employee's position description, or both, Le Sueur County's policy limits access to not public data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to Le Sueur County's Data Practices Compliance Official (DPCO):

Data Practices Compliance Official
David Tietz, Sheriff's Office
Carla Mador
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-6375

Procedures implementing this policy

Data inventory

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, Le Sueur County has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by Le Sueur County. To comply with the requirement in section 13.05, subd. 5,

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 Le Sueur County's Inventory, the Responsible Authority, the Data Practices Compliance Official (DPCO), and authorized staff may have access to *all* not public data maintained by Le Sueur

County if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access. Policy for Ensuring the Security of Not Public Data Le Sueur County effective August 1, 2014.

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 federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or Le Sueur County will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within Le Sueur County, divisions may assign tasks by employee or by job classification. If a division maintains not public data that all employees within its division do not have a work assignment allowing access to the data, the division will ensure that the not public data are secure. This policy also applies to divisions that share workspaces with other divisions within Le Sueur County where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- ☐ Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data
- ☐ Password protecting employee computers and locking computers before leaving workstations
- ☐ Securing not public data within locked work spaces and in locked file cabinets
- ☐ Shredding not public documents before disposing of them

Penalties for unlawfully accessing not public data

Le Sueur County will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

Data on Individuals
Maintained by Le Sueur County Human Resources
August 1, 2014

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

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

Le Sueur County's Responsible Authority is:

Responsible Authority

Darrell Pettis, Le Sueur County
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-6375

Direct all questions about this document to Le Sueur County's Data Practices Compliance Official (DPCO):

Data Practices Compliance Official

David Tietz, Sheriff's Office
Carla Mador
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-6375

Le Sueur County
Data Categories and Classifications
August 2014

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MINNESOTA GOVERNMENT DATA PRACTICES ACT
2014 CLASSIFICATION OF NOT PUBLIC DATA ON INDIVIDUALS

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Abatement applications (valuation, homestead, class, disaster credit)	To substantiate claim for tax reduction; collects social security number	Private	M.S. 13.355, subd. 1	Jo Corrow, Assessment Technician
Blind/disabled and paraplegic veterans property tax application	Name, address, ownership, and disability type; collects social security number	Private	M.S. 13.355, subd. 1	Jo Corrow, Assessment Technician
Duplicate social security list	Names and addresses of individuals with multiple homesteads, including social security numbers	Private	M.S. 13.355, subd. 1	Jo Corrow, Assessment Technician
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 Flicek, Assistant County Assessor
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	Jo Corrow, Assessment Technician
Homestead Classification	Request for homestead status, names, addresses, social security numbers	Private	M.S. 273.124, subd. 13 and 13c M.S. 13.335, Subd.1	Jo Corrow, Assessment Technician
Tax Petitions	Taxpayer protests of valuations and/or classifications of property as determined by Assessor	Private	M.S. 13.51, subd. 2	Shayne Bender, County Assessor

Le Sueur County Extension Office

Name of Record, file, process, form or data type	Description (understandable to General Public)	Data Classification	Citation for Classification	Employee work access
Member/ Volunteer 4-H Data	Listing of names, addresses, phones, emails, ages of youth and adults	Private		David Foley, Nancy Domonoske
4-H Livestock Affidavits	Listing of names, addresses, phones, emails of family livestock data	Private		David Foley, Nancy Domonoske
School Listings	List of contacts at schools within the county	Public		David Foley, Nancy Domonoske, Diane DeWitte
Master Gardeners	List of county master gardener's	Private		Diane DeWitte, Nancy Domonoske
Private Pesticide Applicators	List of agricultural pesticide licensed individuals	Private		Diane DeWitte, Nancy Domonoske
LQA&E	Livestock Quality Assurance and Ethics training	Public		David Foley, Nancy Domonoske

Human Resources

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Employment Eligibility Verification Form (I-9)	Verifies status of citizenship or naturalization	Private	8 U.S.C. 1324(a) (Immigration and Nationality Act) Private-MS. 13.43 subd. 2	All HR Staff on an as needed basis as part of specific work assignments
Recruitment and selection material	Requisitions, ads, postings, tests and scores, Interview records, reference checks	Public/Private	29 U.S.C. 626 and 29 C.F.R. 1627.3 (ADEA) and 29 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA. Private/Public - M.S. 1303 Subd. 1 (data not on individuals) & M.S. 13.43 subd 3 (applicant data)	All HR Staff on an as needed basis as part of specific work assignments
Employee grievances and/or complaints	Complaints filed under a labor agreement (resolved up to and including the third step)	Public/Private	29 U.S.C. 626 and 29 C.F.R. 1627.3 (ADEA) and 29 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964 and ADA Private/Public - M.S. 1343, Subd. 2	All HR Staff on an as needed basis as part of specific work assignments
Employee Performance Reviews	Performance Evaluations and self evaluations	Public/Private	Administrative Procedure 20 Private - M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
Personnel File	Awards, applications, resumes, Employee Action Forms, Leave Requests, Data Change Forms,	Public/Private	29 U.S.C. 626 and 20 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA Private/Public M.S. 134., Subd. 2	All HR Staff on an as needed basis as part of specific work assignments
Job Description	Essential duties/responsibilities, minimum requirement for position	Public	Administrative Procedure 20 Public - M.S. 13.43 Subd. 2	All HR Staff on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Training Records	Record of various training	Public	MN Rules 5206.0700	All HR Staff on an as needed basis as part of specific work assignments
Reasonable Accommodations Documentation	Record of interactive process, medical certifications, accommodation requests, record of accommodations purposed/made	Private	29 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA Private - M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
Human Rights Complaints	Record of complaints made relating to Human Rights	Public/Private	20 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA Public/Private - M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
EEOC Charges	Records of charges filed with EEOC	Public/Private	20 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA Public/Private - M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
Vacation donation program application and supporting documentation		Public/Private	29 C.F.R. 1627.3 (ADEA) and 29 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA and 29 C.F.R. 825.500 (Family and Medical Leave Act of 1993) Private/Public - M.S. 1343, Subd. 2	All HR Staff on an as needed basis as part of specific work assignments
Seniority Rosters	Lists of seniority per the labor agreement	Public	None Public M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Medical statements, medical documentation and information	Workers' Compensation information, ADA requests, FMLA requests documentation	Private	29 U. S. C. 2601.29 C.F.R. 825.500 (Family and Medical Leave Act of 1993) Private - M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
FMLA Documentation	Employee requests, employer response forms, medical documentation	Public/Private	29 U.S.C. 2601; 29 C.F.R. 825.500 (Family and Medical Leave Act of 1993) Private/Public - M.S. 13.43, Subd. 2	All HR Staff on an as needed basis as part of specific work assignments
Pre-Employment Physical Exams	Results from exams, pass or fail	Private	29 U.S.C. 629; 29 C.F.R. 1627.3 (Age Discrimination in Employment Act) Private M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
General Harassment Complaints	Files containing documentation of complaint, investigation and outcome	Public/Private	29 U.S.C. 626 and 29 C.F.R. 1627.3 (ADEA) and 29 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964 and ADA Private/Public - M.S. 13.43, Subd. 2	All HR Staff on an as needed basis as part of specific work assignments
Lawsuit Files	Information relating to lawsuits, including but not limited to investigation notes, interview notes	Public/Private	None Private/Public - M.S. 13.39 & M.S. 13.43	All HR Staff on an as needed basis as part of specific work assignments
Employee Investigations	Notes and documents relating to employee investigations	Public/Private	29 E.S.C. 626 and 29 C.F.R. 1627.3 (ADEA) and 29 C.F.R. 1602.31 (Title VII of the Civil Rights Act of 1964) and ADA Private/Public - M.S. 13.43, Subd. 2	All HR Staff on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Safety Data Sheets	Safety information on chemicals used	Public	29 C.F.R. 1910.1200	All HR Staff on an as needed basis as part of specific work assignments
OSHA 200 and 300 Logs	Records of work related injury/illness	Public/Private		All HR Staff on an as needed basis as part of specific work assignments
Commercial Driver Drug & Alcohol Testing	Test Results	Public/Private	49 C.F.R. 382.401(b)	All HR Staff on an as needed basis as part of specific work assignments
Payroll Documentation	Time sheets, leave requests	Public/Private	Private/Public M.S. 1343, Subd. 2	All HR Staff on an as needed basis as part of specific work assignments

PUBLIC HEALTH

Name of Record, File, Process, Data Type	Description Understandable to General Public	Data Classification	Citation for Data Classification	Purpose and Use For Collection	Employee Work Access
Employee Personnel Records	Records of prior and current employment history. Contains data relating to hiring, licensing, examination, promotion, discipline and related administrative personnel actions.	Public Private	MS § 13.43	To determine employability; to record hiring, promotions performance evaluations and other personnel actions.	Staff whose work assignment requires access; labor organization; Bureau of Mediation Services
Child Abuse Reports	Professionals in the area of health care, social work, education and law enforcement are required to file reports with the local police department or welfare department. These reports shall be private and an individual data subject shall have access to them, except that the name of the reports shall be disclosed only:	Private	626.556 subd 11		Staff whose work assignment requires access; Law Enforcement, Human Services, County Attorney, Public Defenders
	<ul style="list-style-type: none"> · By the local welfare agency if the report is found to be unsubstantiated · By the local human service department upon court order if the report is found to be substantiated 				

Name of Record, File, Process, Data Type	Description Understandable to General Public	Data Classification	Citation for Data Classification	Purpose and Use For Collection	Employee Work Access
CHAMP (Community Health Administrative Management Program) Bookkeeping Records	Records of deposit slips, transaction records within the system, individual billing and receipting of fees to and from third party payers for client services. Documentation of Client Care.	Private	13.08, 13.38 and 144.335	Payment for individual services	Staff whose work assignment requires access; Records of deposit slips, transaction records within the CHAMP system, billing and receipting of fees to and from individuals and third party payers.
Vulnerable Adult Act	Reports submitted to report a potential vulnerable adult to local human service department or Law Enforcement and recorded in CHAMP documentation system	Private	626.557		Agency Staff, Human Services Department, County Attorney, Public Defenders, Law Enforcement
Client medical records	Client records containing demographic information, ICD's, diagnosis, physician orders, visit documentation, billing information	Private	MS 144.335 and 13.42	Provision of medical care to clients through a Medicare Certified Home Care Agency.	Staff whose work assignment requires access; With signed release: Physicians, Hospitals, Specialty Clinics, Insurance Company, Law Enforcement, Medical Examiners, Workers Compensation, Court, Minnesota Department of Health

Name of Record, File, Process, Data Type	Description Understandable to General Public	Data Classification	Citation for Data Classification	Purpose and Use For Collection	Employee Work Access
Immunization Records	Vaccination types and dates given	Private	13.06, 13.32, 13.42, 144.336 145.911-145.922		Staff whose work assignment requires access; Schools, Clinics, Hospitals
Blood Pressure Records	Blood pressure measurements of walk in clients	Private	144.335	Reference for ongoing evaluation	Staff, health care providers
Women, Infant and Children Records	Women, Infant and Children (WIC)	Private	13.03, 13.42, 13.46	Determination of eligibility and distribution of supplemental food	Staff whose work assignment requires access; Minnesota Department of Health, Law Enforcement, County Attorney
Child and Teen Check-up records	Patient forms with background information, authorization, referral information	Private	13.42	Carry out federally mandated social service program for EPSDT	Individual whose assignment reasonably requires. Health providers, schools, Headstart
Visit Data Reports	Aggregate monthly reports to board of number of visits, pay source and type of service provided.	Public	13.03	Agency evaluation and Board of Health review.	Board of Health
Bookkeeping Records	Records of deposit slips, transaction records within the system, billing and receipting of fees to and from other agencies and third party payers.	Public	13.03, 13.42, 145.911-145.922	Reimbursement of services provided throughout the agency	Board of Health, State Auditor, Insurance Companies, Individuals of the information

Name of Record, File, Process, Data Type	Description (Understandable to General Public)	Data Classification	Citation for Data Classification	Purpose and Use For Collection	Employee Work Access
Grant Data	Reports submitted to state agencies and financial reporting to the state of MN accounting for use of grant dollars	Public	13.03 and 145.99-145.922	Report and accountability of grant dollar expenditures.	
Payroll	Payroll forms and reports generated from payroll	Public	13.03	Payroll of staff employed by Le Sueur County Public Health	
Board of Health Agendas and Minutes	Documentation of official business conducted by the Le Sueur-Waseca Board of Health	Public	13.03	Public notice and accountability of actions of the Board of Health	
Medicare Cost Report	Statistical and financial information on the Medicare Certified Home Care Program	Public	13.03	Determine cost/visit for Medicare charges	

Le Sueur County Sheriff's Office

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Data Classification	Employee Work Access
Accident Reports	Officers report of an accident investigation required by State Law, indicating driver's name, DOB, address, passengers, cause of accident, amount of damage, injuries and drawing of accident with description	Private Confidential	MN Statute 169.09, Subd. 9	All Sheriff's Staff on an as needed basis as part of specific work assignments
Admission Release Records	To extent contains inmate private or confidential data.	Private Confidential	MN Statute 13.85, Subd. 2 and 3	All Sheriff's Staff on an as needed basis as part of specific work assignments
Adult Case Files	Written reports of investigation or action taken by deputy/investigator. Reports regarding criminal investigations and non-criminal action taken or investigated including miscellaneous reports, criminal offense reports and supporting documents.	Private Confidential (depending on status and identified individual)	MN Statute 13.82, Subd. 7-11 and 17	All Sheriff's Staff on an as needed basis as part of specific work assignments
Arson	Arson reporting immunity from disclosure of information insurance company to release to law enforcement.	Private Confidential	MN Statute 13.85, Subd. 7.17 MN Statute 299F.054	All Sheriff's Staff on an as needed basis as part of specific work assignments

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 to inmate financial records	MN Statute 13.85, Subd. 2 and 3	All Sheriff's Staff on an as needed basis as part of specific work assignments
Checking Account Numbers		Private	MN Statute 13.37	All Sheriff's Staff on an as needed basis as part of specific work assignments
Child Abuse Investigations		Private Confidential	MN Statute 13.82, Subd. 7-9	All Sheriff's Staff on an as needed basis as part of specific work assignments
Child Abuse - Maltreatment of Minors	Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority to prosecuting authority for disclosure of name of substantiated report. Unsubstantiated Reports	Private Confidential	MN Statute 626.556, Subd. 7 and 11, MN Statute 13.82, Subd. 7-9	All Sheriff's Staff on an as needed basis as part of specific work assignments
Criminal Records	Availability for public employment or licensing purposes. Convenience Copy from BCA.	Private	MN Statute 13.87	All Sheriff's Staff on an as needed basis as part of specific work assignments
Firearm Application/Permit and Related Data	All data related to Permits to obtain and/or carry a handgun.	Private	MN Statute 13.87, Subd. 2, MN Statute 624.714, Subd. 14	All Sheriff's Staff on an as needed basis as part of specific work

				assignments
Gunshot Wound Report	Health professionals shall report gunshot wounds they treat to the sheriff.	Confidential	MN Statute 626.53	All Sheriff's Staff on an as needed basis as part of specific work assignments
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	MN Statute 13.85, Subd. 2	All Sheriff's Staff on an as needed basis as part of specific work assignments
Incident Complaint Logs	Chronological records of events.I.D. of undercover agents, informants, victims of sexual assault or interfamilial sex abuse.Arrest warrant indices until taken into custody, served or appear before court.Description of stolen, lost or recovered property.Program DataDeliberative processes or investigative techniques, final opinion or justification.	PrivateConfidentialPrivateConfidentialConfidential	MN Statute 13.82, Subd. 7 and 17MN Statute 13.82, Subd. 7 and 17MN Statute 299C.065, Subd. 4MN Statute 13.82, Subd. 19MN Statute 13.82, Subd. 20MN Statute 13.82, Subd. 21MN Statute 13.82, Subd. 25	All Sheriff's Staff on an as needed basis as part of specific work assignments
Initial Complaint Report	First record of all calls for service or reports of offenses received. In part not public.	Private Confidential	MN Statute 13.80 MN Statute 13.82	All Sheriff's Staff on an as needed basis as part of specific work assignments
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.	Juvenile Private	MN Statute 260B.171	All Sheriff's Staff on an as needed basis as part of specific work assignments

Inmate Financial Records	Records of inmates financial in/out status during incarceration.	Private	MN Statute 13.85, Subd. 2	All Sheriff's Staff on an as needed basis as part of specific work assignments
Inmate History Information	Summary card showing all financial transactions involving individual inmates filed after discharge and kept in booking room during incarceration.	Private	MN Statute 13.85, Subd. 2	All Sheriff's Staff on an as needed basis as part of specific work assignments
Inmate Incident Reports	Jailer/Deputy 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	MN Statute 13.85, Subd. 2 and 3	All Sheriff's Staff on an as needed basis as part of specific work assignments
Inmate Medical Record	Any and all medical activity and records involving each inmate during incarceration.	Private	MN Statute 13.85, Subd. 2	All Sheriff's Staff on an as needed basis as part of specific work assignments
Inmate Visitor Registration Log/Jail Visitor Register	Sign in log stating name of visitor, relation to inmate being seen, date, time and name of inmate seen.	Private	MN Statute 13.85, Subd. 2	All Sheriff's Staff on an as needed basis as part of specific work assignments
Investigations	Active: Cases involved in an ongoing investigation. Inactive: Closed cases, identities of same parties.	Confidential Private	MN Statute 13.82, Subd. 7, 8 and 10 MN Statute 13.82, Subd. 17	All Sheriff's Staff on an as needed basis as part of specific work assignments

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 (depending on context)	MN Statute 13.37 MN Statute 13.85, Subd. 2 and 3	All Sheriff's Staff on an as needed basis as part of specific work assignments
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	MN Statute 13.82, Subd. 17 MN Statute 260B.171 and 260C.171	All Sheriff's Staff on an as needed basis as part of specific work assignments
Maltreatment of Vulnerable Adults	Records created or received in conducting investigations by law enforcement. Identity of Reporter.	Private Confidential Confidential	MN Statute 13.82, Subd. 7, 10 and 11 MN Statute 626.557 MN Statute 626.557, Subd. 12b (c)	All Sheriff's Staff on an as needed basis as part of specific work assignments
Master Index: Adults	Name file entry and all incidences attached to the name.	Private Confidential (depending on context)	MN Statute 13.82, Subd. 7-11 and 17	All Sheriff's Staff on an as needed basis as part of specific work assignments
Master Index: Juveniles	Name file entry and all incidences attached to the name.	Private Confidential (depending on context)	MN Statute 13.82, Subd. 260B.171	All Sheriff's Staff on an as needed basis as part of specific work assignments
Officer Investigative Progress Reports	Deliberative processes or investigative techniques, final opinion or justification. Officer's views.	Confidential	MN Statute 13.82, Subd. 25	All Sheriff's Staff on an as needed basis as part of specific work assignments

Predatory Offender Registration Data		Private	MN Statute 243.166	All Sheriff's Staff on an as needed basis as part of specific work assignments
Property Lists	Description of stolen, lost or recovered property.	Private	MN Statute 13.82, Subd. 20	All Sheriff's Staff on an as needed basis as part of specific work assignments
Radio/Dispatch Logs	Documents relating to calls taken by dispatcher and referred to a law enforcement agency.	Private Confidential (depending on context)	MN Statute 13.82, Subd. 7-10 and 17	All Sheriff's Staff on an as needed basis as part of specific work assignments
Sealed Arrest and Criminal Files	Court Ordered Sealed/Expunged Records	Confidential	MN Statute 609A.03	All Sheriff's Staff on an as needed basis as part of specific work assignments
Tow Slips/Reports	Record of all vehicles towed by department	Private Confidential (depending on context)	MN Statute 13.82 MN Statute 13.85	All Sheriff's Staff on an as needed basis as part of specific work assignments
Vulnerable Adult Investigation		Private Confidential	MN Statute 13.82, Subd. 7, 10 and 11	All Sheriff's Staff on an as needed basis as part of specific work assignments
Warrant Files	Arrest warrant exists until taken into custody, served or appear before court.	Confidential	MN Statute 13.82, Subd. 19	All Sheriff's Staff on an as needed basis as part of specific work assignments

Warrants for Intercepting Communications	Court warrant approving interception of wire oral communication	Confidential	MN Statute 626A.06, Subd. 9	All Sheriff's Staff on an as needed basis as part of specific work assignments
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Le Sueur County Veterans Service

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Data Classification	Employee Work Access
Veterans File	Case History Summary. Information concerning Veterans Personnel Information	Confidential/Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
Department of Veterans Affairs Rating Decisions and Award Letters	Explanation of Veterans Service Connected Disabilities	Confidential/Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
Department of Veterans Affairs Forms	Used to file for benefits	Confidential/Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
Medical Records/Mental Health Records	Record of Medical/Mental Health Treatment	Confidential	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
Vetra- Spec Files	Documentation of Veterans Information, Record of Service, Veterans Disabilities, Dependents	Confidential/Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
Retired Veterans Files	Case History Summary. Information concerning Veterans Personnel Information	Confidential/Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
Listing of Deceased Veterans	List of Veterans who have died and where they are buried	Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director
List of Claims filed with the Department of Veterans Affairs and the MN Department of Veterans Affairs	Record of Claims filed	Private	38 USCS 7332, Title 38 US Code, M.S. 197.603	Jim Goltart, Director