

City of Winona
Private or Confidential Data List

Department: City Manager's Office

Responsible Authority

Chad Ubl, City Manager
 207 Lafayette Street
 Winona, MN 55987

Data Practices Compliance Official

(DPCO)

Monica Hennessy Mohan, City Clerk
 207 Lafayette Street
 Winona, MN 55987

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Appointment Files	Lists appointments of individuals by mayor and or board, or council to various boards, commissions and committees including application to commission.	Public/private	Minn. Stat. §13.43, Subd. 3	Staff in City Manager and City Clerk's offices
Complaints - Real Property	By citizens about the use of real property.	Public/Private/Confidential	Minn. Stat. §13.44	Staff in the Inspections and Community Development offices.
Correspondence - Historical	Correspondence to/from Mayor and City Manager. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issue, organization, or individual.	Public/Private	Minn. Stat. §13.601	Staff in City Manager's office
Minutes - City Council Closed Meetings	Tape recordings (refers only to union negotiations)	Public/Private	Minn. Stat. §13.37	City Manager, City Clerk, and Human Resource Director

City of Winona
Private or Confidential Data List

Department:

City Attorney

Responsible Authority
Chris Hood, City Attorney
111 Riverfront, Suite 307
Winona, MN 55987

(DPCO)
Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

Data Practices Compliance Official

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Attorney Opinions	Official interpretation regarding questions of legal rights or liabilities affecting operating departments	Public, Private, Non-Public	Minn. Stat. §13.393, §13.39	City Attorney and staff; City Manager and staff; and certain Department Heads.
Civil Litigation Files	Documents civil actions by the city or against the city including claims and suits. Includes work papers, copies of court documents and correspondence.	Public, Private, Confidential, Protected Non-Public	Minn. Stat. §13.393, §13.39	City Attorney and staff; City Manager, City Clerk staff; certain Department Heads
Criminal Litigation Files	Documents litigation involving the city. Work papers, copies of police records (originals filed with P.D.) briefs and pleading, probation records and other court records (orig. filed with the court).	Public, Private, Confidential, Protected Non-Public	Minn. Stat. §13.393, §13.82	City Attorney and staff; Police Chief and staff
Investigative Files	Includes requests for investigation, work papers, work assignments (citizen disputes, nuisances, etc.) and final reports.	Public, Private, Confidential, Protected Non-Public	Minn. Stat. §13.393, §13.39	City Attorney and staff; Police Chief and staff
Property/Address Files	Files involving land acquisitions, condemnations, land sales, lawsuits related to property platting, registration, proceedings, subsequent, title issues, assessments, land use issues, development agreements, etc. Files will include correspondence, agenda items, deeds, titles, affidavits, death certificates, sale appraisals, court documents, research, attorney's opinions, abstracts, and pictures.	Public, Private, Confidential, Protected Non-Public	Minn. Stat. §13.393, §13.39	City Attorney and staff; City Manager's office; Community Development staff

City of Winona
Private or Confidential Data List

Department:

Community Development

Responsible Authority

Lucy McMartin, Director of Economic
Development
207 Lafayette Street
Winona, MN 55987

Data Practices Compliance Official (DPCO)

Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Deferment Application	Verifications of income, ownership, etc.	Private/Non-Public	Minn. Stat. §13.51, Subd. 2, Minn. Stat. §13.52	Community Development staff

City of Winona
Private or Confidential Data List

Department: Finance

Responsible Authority

Jessica Wojahn, Finance Director
207 Lafayette Street
Winona, MN 55987

(DPCO)

Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

Data Practices Compliance Official

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Bonds	Bond & Interest Coupon Register	Non-Public/Private	Minn. Stat. §475.55	Finance Department staff
Lodging Tax	Lodging tax receipts filed by hotels, etc.	Public/Private	Minn. Stat. §13.495	Finance Department staff
Direct Payment of Utility Bills	Authorization of direct utility bill payment	Non-Public/Private	Minn. Stat. §16.626	Finance staff

City of Winona
Private or Confidential Data List

Department: Building Inspections

Responsible Authority

Chad Sommer, Building Official
207 Lafayette Street
Winona, MN 55987

(DPCO)

Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

Data Practices Compliance Official

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Building Plans: Commercial, Industrial	Includes architectural, design specifications, structural & utility plans	Public, private, non-public	Minn. Stat. §13.37, Subd. 1b, Minn. Stat. §541.051	Inspections and Community Development staff
Building Plans: Residential	Includes architectural, design specifications, structural & utility plans.	Public, private, non-public	Minn. Stat. §13.37, Subd. 1b	Inspections and Community Development staff

City of Winona
Private or Confidential Data List

Department:

City Manager/Human Resources

Responsible Authority

Chad Ubl, City Manager
207 Lafayette Street
Winona, MN 55987

(DPCO)

Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

Data Practices Compliance Official

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Affidavit of Publication for Job Opening	Affidavit of Publication for Job Opening	Public/Private	Minn. Stat. §13.43	City Manager staff 207 Lafayette Street Winona, MN 55987
Affirmative Action Files	Sexual harassment & discrimination	Public/private/ confidential	Minn. Stat. §13.43 Minn. Stat. §13.39	City Manager staff
Affirmative Action Recruitment Form	Supplemental personnel data from job applications.	Public/private/ confidential	Minn. Stat. §13.43 Minn. Stat. §13.39	City Manager staff
Applications for Persons on Eligibility List	Applications, resumes, letters of recommendation, police background investigations, etc. If hired, application etc. becomes part of employee personnel file.	Public/Private	Minn. Stat. §13.43	City Manager staff
Benefits Enrollment Forms	Employees' medical, dental, & deferred comp. election forms.	Private	Minn. Stat. §13.43	City Manager staff
Eligibility Register	A list of job applicants who have qualified on required examination, ranked in order of test score or a list of employees applying for promotion, ranked in order of test score.	Public/Private	Minn. Stat. §13.43	City Manager staff
Employment Testing Results	Includes commercial drivers licenses (CDL's), controlled substance test results, drivers evaluations, etc.	Public/Private	Minn. Stat. §13.43	City Manager staff

City of Winona Private or Confidential Data List

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Examination File	Completed exams administered to applications, & promotional exams administered to employees.	Private	Minn. Stat. §13.43	City Manager staff
Family Medical Leave Documents (FMLA)	Should not be retained in employee personnel file.	Private	Minn. Stat. §13.43	City Manager staff
Grievance Files	Formal written employee grievance and/or complaint filled under a labor agreement or personnel rules, and received by city. Should not be retained in employee personnel file.	Public/Private	Minn. Stat. §13.43	City Manager staff
I-9 Form	Employment Eligibility Verification. Verifies status of citizenship or naturalization.	Private	Minn. Stat. §13.43	City Manager staff
Personnel Files	Only relevant records on each employee such as applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. should be retained in the employee personnel files. Certain records should NOT be retained in employee personnel files: medical records, health insurance information, I-9 forms, child support obligation records, investigations, or any other record which, in its presence, may raise an inference of discrimination. Duplicate personnel files should not be retained by individual departments; all originals are to be maintained by personnel department or responsible department.	Public/Private	Minn. Stat. §13.43	City Manager staff
Recruitment Files	Records that relate to posting, recruitment, selection & appointment to each city position.	Public/Private	Minn. Stat. §13.43	City Manager staff
Reprimands/Disciplinary Action	Reprimands/Disciplinary Action	Public/Private	Minn. Stat. §13.43	City Manager staff
Return to Work Slips	Return to Work Slips	Private	Minn. Stat. §13.43	City Manager staff
Unemployment Claims/Compensation	Unemployment Claims/Compensation	Public/Private	Minn. Stat. §13.43	City Manager staff

City of Winona
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Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Wage Assignments	Letters, correspondence, etc.	Public/Private	Minn. Stat. §13.43	City Manager staff
Employee Medical Records	Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including medical & employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.	Public/Private	Minn. Stat. §13.43	City Manager staff

City of Winona
Private or Confidential Data List

Department:

Port Authority

Responsible Authority

Lucy McMartin, Director of Economic
Development
207 Lafayette Street
Winona, MN 55987

Data Practices Compliance Official (DPCO)

Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Community Development Block Grant (CDBG) Applications	Annual breakdown of city applications and supporting materials or services.	Public/Private	Minn. Stat. §13.462	Community Development staff
Community Development Block Grant (CDBG) Loans	Loans to assist low income families.	Public, private, non-public	Minn. Stat. §13.462	Community Development staff
Minnesota Housing Finance Agency (MHFA) Home Improvement Loans	Loan data to individuals, program data, repayment schedule, reports and correspondence	Public, private, non-public	Minn. Stat. §13.462	Community Development staff
Minnesota Housing Finance Agency (MHFA) Home Purchase Loans	Participation & commitment agreements, program data, repayment schedules, reports and correspondence	Public, private, non-public	Minn. Stat. §13.462	Community Development staff
Property Acquisition	Deeds, contracts, correspondence, purchase valuation data, agreements, property data	Public/confidential/protected non-public	Minn. Stat. §13.462 Minn. Stat. §13.585	Community Development staff

City of Winona
Private or Confidential Data List

Department:

City Clerk

Responsible Authority

Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

(DPCO)

Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

Data Practices Compliance Official

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Bids	Sealed bids, including the number of bids received, prior to the opening of the bids	Public/Private	Minn. Stat. §13.37	City Clerk staff
Civil Litigation Files	Documents civil actions by the city or against the city including claims and suits. Includes work papers, copies of court documents and correspondence.	Public, Private, Confidential, Protected Non-Public	Minn. Stat. §13.393, §13.39	City Clerk staff; City Attorney and staff; City Manager, certain Department Heads

City of Winona
Private or Confidential Data List

Department: Fire Department

Responsible Authority
 Joel Corcoran, Fire Chief
 451 East 3rd Street
 Winona, MN 55987

(DPCO)
 Monica Hennessy Mohan, City Clerk
 207 Lafayette Street
 Winona, MN 55987

Data Practices Compliance Official

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Arson Reports/Investigations	Arson Reports/Investigations	Public and confidential	Minn. Stat. §13.82, Subd. 7, Minn. Stat. §13.83	Fire Dept. staff
Fire Investigation Report	Used by investigators to document facts found regarding fires investigated by the FPB	Public/Confidential until investigation is closed.	Minn. Stat. §13.82 Minn. Stat. §13.83	Fire Dept. staff
Voluntary Permission & Consent to Search and Seize	Obtains permission to seize evidence for determining origin of fire	Confidential until investigation is closed; then public	Minn. Stat. §13.82	Fire Dept. staff
Complaints - Real Property	By citizens about the use of real property.	Public/Private/Confidential	Minn. Stat. §13.44	Fire Dept. staff
Fire Inspections	Inspections of property pursuant to City Code and MN Statutes	Public/Private/Confidential	Minn. Stat. §13.44	Fire Dept. staff

City of Winona
Private or Confidential Data List

Department:

Health & Safety

Responsible Authority

Paul Douglas, Safety Coordinator
451 East Third Street
Winona, MN 55987

(DPCO)

Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

Data Practices Compliance Official

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Infectious Disease & Occupational Exposure Files	Files on each employee dealing with safety and training on diseases such as hepatitis & AIDS. Should not be kept in employee personnel file.	Public/Private	Minn. Stat. §13.43	Safety Coordinator and City Manager staff
Insurance	First Report of Injury	Public/Private	Minn. Stat. §13.43	Safety Coordinator and City Manager staff
OSHA Reports	OSHA Report numbers 200 & 101	Public/Private	Minn. Stat. §13.43	Safety Coordinator and City Manager staff
OSHA - Employee Exposure Records	Any information concerning employee exposure to toxic substances or harmful physical agents.	Public/Private	Minn. Stat. §13.43	Safety Coordinator and City Manager staff
Workers Compensation Claims	Injury reports and correspondence dealing with injuries.	Private	Minn. Stat. §176.231	Safety Coordinator and City Manager staff

City of Winona
Private or Confidential Data List

Department:

Library

Responsible Authority

Lezlea Dahlke, Library Director
151 West 5th Street
Winona, MN 55987

(DPCO)

Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

Data Practices Compliance Official

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Circulation Records	Includes cards, computer entries, & statistical reports	Public/Private	Minn. Stat. §13.40	Library Staff
Donor Records	Includes gifts	Public/Private/Non-public	Minn. Stat. §13.792	Library Staff
Fines & Service Charge Records	Fines & Service Charge Records	Public/Private	Minn. Stat. §13.40	Library Staff
Library Card	Library Card	Public/Private	Minn. Stat. §13.40	Library Staff
Loans-Inter Library	Loans of materials received to and from libraries	Public/Private	Minn. Stat. §13.40	Library Staff
Lost Item Reimbursement Records	Lost Item Reimbursement Records	Public/Private	Minn. Stat. §13.40	Library Staff
Overdue & Damaged Library Material Records	Material returned that was overdue or damaged if amount of damage or fine was not paid.	Public/Private	Minn. Stat. §13.40	Library Staff
Petty Cash Reports	Petty Cash Reports	Public/Private	Minn. Stat. §13.37	Library Staff
Volunteer Personnel Records	Hours worked	Public/Private	Minn. Stat. §13.43	Library Staff
Work Schedule Files	Hours worked, vacation, leaves taken.	Public/Private	Minn. Stat. §13.43	Library Staff

City of Winona
Private or Confidential Data List

Department:

Parks & Recreation

Responsible Authority
 Laura Hoberg,
 Director of Recreation Services
 207 Lafayette Street
 Winona, MN 55987

Data Practices Compliance Official (DPCO)
 Monica Hennessy Mohan, City Clerk
 207 Lafayette Street
 Winona, MN 55987

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Advocacy Client Files	Names, addresses, income eligibilities, case notes	Private	Minn. Stat. §13.462	Advocacy staff and department head
AWC Medical Information	Medical diagnosis, prescriptions, health concerns	Private	Minn. Stat. §13.3805, subd. 1	Advocacy staff and department head
Fee Waiver Sheets	For low income participants.	Private	Minn. Stat. §13.462	Park & Rec staff
Injury Reports	Injury Reports of participants.	Public/Private	Minn. Stat. §13.37 Minn. Stat. §13.548	Park & Rec staff
Mailing Lists	Program participants.	Private	Minn. Stat. §13.548	Park & Rec staff
Park & Rec Security Tapes	Security Camera footage	Public/Private	Minn. Stat. §13.37 Minn. Stat. §13.548	Park & Rec staff
Registration Forms	Registration Forms	Private	Minn. Stat. §13.548	Park & Rec staff
Roster	Names of participants.	Private	Minn. Stat. §13.548	Park & Rec staff

City of Winona
Private or Confidential Data List

Department: Finance/Payroll

Responsible Authority

Jessica Wojahn, Finance Director
 207 Lafayette Street
 Winona, MN 55987

(DPCO)

Monica Hennessy Mohan, City Clerk
 207 Lafayette Street
 Winona, MN 55987

Data Practices Compliance Official

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Authorization Cards	Voluntary (union dues, charitable contributions, employee club, credit union).	Private	Minn. Stat. §13.43	Finance staff
Cafeteria Plan Records	Flex plans and section 125 reports, election forms, reimbursement forms, etc.	Private	Minn. Stat. §13.43	Finance staff
Change Form (Payroll Copy)	Original retained in personnel file salary, position, grade level, address, leave of absence, etc.	Public/Private	Minn. Stat. §13.43	Finance staff
Garnishments	Child support/spouse maintenance.	Private	Minn. Stat. §13.43	Finance staff
Payroll History Card	Payroll History Card	Public/Private	Minn. Stat. §13.43	Finance staff
Direct Payroll Deposits	Authorization to directly deposit payroll	Private	Minn. Stat. §13.43	Finance staff

City of Winona Private or Confidential Data List

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Payroll Journal	Detailed register of current & year-to-date salaries, gross to net, and benefit hours used	Public/Private	Minn. Stat. §13.43	Finance staff
Payroll Ledger	Payroll Ledger	Public/Private	Minn. Stat. §13.43	Finance staff
Payroll Reports	State withholding, federal withholding, & FICA	Public/Private	Minn. Stat. §13.43	Finance staff
Payroll Worksheets	Payroll Worksheets	Public/Private	Minn. Stat. §13.43	Finance staff
Pension & Retirement Reports	Deferred comp., etc.	Public/Private	Minn. Stat. §13.43	Finance staff
PERA Reports	PERA Reports	Public/Private	Minn. Stat. §13.43	Finance staff
Time Sheets	Originals	Public/Private	Minn. Stat. §13.43	Finance staff
Vacation & Leave Requests	Reports & Slips	Public/Private	Minn. Stat. §13.43	Finance staff
W-2 Statements - Employers Copy	W-2 Statements - Employers Copy	Public/Private	Minn. Stat. §13.43 and §13.355	Finance staff
W-3 Statements	W-3 Statements	Public/Private	Minn. Stat. §13.43 and §13.355	Finance staff
W-4 Form	Originals	Public/Private	Minn. Stat. §13.43 and §13.355	Finance staff
1099 Miscellaneous Income	1099 Miscellaneous Income	Public/Private	Minn. Stat. §13.43 and §13.355	Finance staff

City of Winona
Private or Confidential Data List

Department:

Permits/Licenses

Responsible Authorities

Chad Sommer, Building Official
Jessica Wojahn, Finance Director
Lucy McMartin, Economic
Development
Monica Hennessy Mohan, City Clerk
207 Lafayette Street

Winona, MN 55987

Data Practices Compliance Official (DPCO)

Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

City of Winona Private or Confidential Data List

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Licenses	Please Note If the license is not granted, then all application data for permits or licenses for individuals, except for names and addresses, is private.	Private	Minn. Stat. §13.41	Inspections staff
Animal & Pet Licenses or Permits	Rabies, vaccinations, etc.	Public/Non public	Minn. Stat. §13.37	Finance staff
Building Permits - Commercial	Applications, summary data, etc.	Public/Non public	Minn. Stat. §13.37	Inspections staff
Building Permits - Residential	Applications, summary data, etc.	Public/Non public	Minn. Stat. §13.37	Inspections staff
Liquor Licenses	Applications for on-sale, off-sale, club and wine liquor licenses and certificate of insurance.	Public/Private/Confidential	Minn. Stat. 13.41 and §13.355	City Clerk staff
Real Property Appraisals	Real Property Appraisals	Public/Confidential	Minn. Stat. §13.44, subd. 3	Community Development staff
Lodging Tax Permit	Permit for lodging tax	Public/Confidential	Minn. Stat. §13.495	Finance staff

City of Winona
Private or Confidential Data List

Department: Police

Responsible Authority
Tom Williams, Chief of Police
201 West 3rd Street
Winona, MN 55987

(DPCO)
Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

Data Practices Compliance Official

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Background Check	Local records check on individual (i.e. employment, adoptions)	Non Public	Minn. Stat. §13.39, 13.43, 13.82	Police staff
Bureau of Criminal Apprehension Reports	Annual reports of local law enforcement activities compiled by BCA and returned to local department. BCA does not maintain copies of these reports.	Public/Private	Minn. Stat. §13.82, Minn. Stat. §260B.171	Police staff
Certification For Peace Officers for State Aid Application	State form PA-1	Public/Private	Minn. Stat. §13.43	Police staff
Department of Corrections - Annual Report	Printout of all bookings for jurisdiction. Note: pertains to holding facilities	Public/Private	Minn. Stat. §13.82	Police staff
Emergency Plan	Emergency Plan	Public/Private	Minn. Stat. §13.37	Police staff
Fingerprint Cards	Sworn officers and police personnel	Private	Minn. Stat. §13.43	Police staff
Fingerprint Cards	For persons accessing secured areas without supervision	Public/Private	Minn. Stat. §13.43	Police staff
Internal Investigation	Case files & reports	Public/Private/Confidential	Minn. Stat. §13.39, 13.43, 13.82	Police staff
Log Sheets	Officer	Public/Private/Confidential	Minn. Stat. §13.82	Police staff
Police Clearance Letters	Criminal history on individual within jurisdiction	Public/Private	Minn. Stat. §13.87	Police staff
Public Assistance Voucher Records	Copies	Private	Minn. Stat. §13.462	Police staff

City of Winona Private or Confidential Data List

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Training Records & Reports for Officers	Includes summary of officer's training history	Public/Private	Minn. Stat. §13.43	Police staff
Accident Reports	Automobile (State Report) - date, time, place of action, vehicles involved, drivers of vehicles, a brief factual reconstruction of events associated with the action, names & addresses of witnesses, names & addresses of victims or casualties; response or report number	Public/Private/Confidential	Minn. Stat. §13.82, Subd. 3a, 169.09	Police staff
Arrest Reports	Adult/Juvenile: includes date, time, place of action, any resistance encountered, any pursuit engaged, whether any weapons were used, the charge, arrest or search warrants or legal basis for action, the identities of agencies, units within agencies and individual persons taking the action, whether and where the individual is being held in custody or is being incarcerated by the agency, the date, time and legal basis for any transfer of custody and identification of agency or person who received custody the date, time and legal basis for any release from custody or incarceration, the name, age, sex and last known address of any adult person or the age and sex of any juvenile person cited, arrested or incarcerated or otherwise substantially deprived of his liberty, whether the agency employed wiretaps or other eavesdropping techniques, the manner in which the agencies received the information that led to the arrest, and the response or report number	Public/Private	Minn. Stat. §13.82, Subd. 3a, 260B.171	Police staff
Case Files/Offense Reports - Adult	Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, ICR's, statistical data, and other pertinent data	Public/Private	Minn. Stat. §13.82, Subd. 3a	Police staff
Case Files/Offense Reports - Juvenile	Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, and other pertinent data	Non-public/Private/Confidential	Minn. Stat. §13.82, 260B.171	Police staff
Criminal Record Check / Secondary Dissemination	Log recording criminal history queries via state computer sent to another agency	Public/Private/Confidential	Minn. Stat. §13.87	Police staff
Death Investigation	Any case file or any investigation involving a death	Private	Minn. Stat. §13.82	Police staff

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Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Evidence/Property Logs	Property which has been found, confiscated, or seized	Public/Private	Minn. Stat. §13.82	Police staff
Evidence/Property Inventory Reports	Property which has been found, confiscated, seized, etc.	Private	Minn. Stat. §13.82	Police staff
Fingerprint Records	Criminal	Confidential while investigation is active; after that public; if juvenile, not public	Minn. Stat. §13.82 Subd 5	Police staff
Forfeiture Forms		Public/Private/Non-public	Minn. Stat. §13.82 Subd 20	Police staff
Firearm Application/Permits	Includes application to purchase and a copy of the firearm permit to carry	Private	Minn. Stat. §13.87	Police staff
Firearm Application/Permit/Transfer	Includes application to purchase	Private	Minn. Stat. §13.87	Police staff
ICR's	Initial complaint reports	Public/Private	Minn. Stat. §13.82	Police staff
Intoxilyzer Test Results	Original record maintained by the BCA. Department copy retained in accordance with the item they relate to (i.e. case file or arrest report)	Public/Private/Confidential	Minn. Stat. §13.82, Subd. 5	Police staff
Master Name File	Adult	Public/Private/Confidential	Minn. Stat. §13.82	Police staff
Master Name File	Juvenile	Private	Minn. Stat. § 260B.171	Police staff
Repossession Logs	Not currently utilized	Private, Non-Public	Minn. Stat. §13.82, Subd. 20	Police staff
Validation Reports	(from State) For example, regarding stolen property	Private, Non-Public	Minn. Stat. §13.82, Subd. 20	Police staff
Dictated & Audio Recorded Reports	Audio recordings of officers reports which are subsequently transcribed into written report. All audio tapes will be transcribed and a copy of the transcription will be kept with the case file.	Public/Private/Confidential	Minn. Stat. §13.82	Police staff

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Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Arrest & Charge	Audio and video recordings, including, but not limited to body worn cameras and squad car camera recordings, 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.	Public/Private/Confidential	Minn. Stat. §13.82, Minn. Stat. §13.825, Minn. Stat. §260B.171	Police staff
Audit of Portable Recording Systems Technology	Independent biennial audit of data collected and the applicable classification of the data	Public/Private	Minn. Stat. §13.824	Police staff
Audit Summary Report – Portable Recording Systems	Biennial report summarizing the results of each audit provided to the city council and the Legislative Commission on Data Practices and Personal Data Privacy	Public/Private	Minn. Stat. §13.824	Police staff
Automatic License Plate Reader Data	Data collected by ALPR units	Public/Private/Non-public	Minn. Stat. §13.82, Minn. Stat. §13.824	Police staff
Automatic License Plate Reader Use Log & Audit Data	Individualized data per ALPR unit and Audit	Public/Private/Non-public	Minn. Stat. §13.824, Subd. 5 & 6	Police staff
Death Investigation	Audio & video recordings, including, but not limited to body worn cameras and squad car camera recordings, containing information regarding any deaths	Public/Confidential	Minn. Stat. §13.82	Police staff
Internal Investigations	Audio & video recording determined to have evidentiary value in any internal investigations.	Public/Private	Minn. Stat. §13.43	Police staff
Interviews - Audio & 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).	Public/Confidential	Minn. Stat. §13.82	Police staff
Use of Force	Audio & video recordings containing information of any incident where force was used and supervisory review is completed according to department policy. EXAMPLE: This may include a situation where an officer does not make an arrest, however does use force in resolving a situation. This could occur when officers assist paramedics in brining an uncooperative person to the hospital. This is a situation where force may be necessarily used by officers, yet an arrest is not made. If an arrest were made, the recording would be retained	Public/Private/Confidential	Minn. Stat. §13.39, 13.43, 13.82	Police staff

City of Winona
Private or Confidential Data List

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
	under the previously mentioned categories depending on the severity of the charge against the person.			
Photographs	Pictures are retained in accordance with the item they relate to in the General Records Retention Schedule (i.e. all pictures relating to an accident are kept 3 years, pictures relating to an arrest are kept 7 years)	Public/Private	Minn. Stat. §13.39, 13.43, 13.82	Police staff

City of Winona
Private or Confidential Data List

Department:

Public Works - Maintenance/Operations
and Utilities

Responsible Authority

Brian DeFrang, Public Works Director
207 Lafayette Street
Winona, MN 55987

Data Practices Compliance Official

(DPCO)

Monica Hennessy Mohan, City Clerk
207 Lafayette Street
Winona, MN 55987

Name of Record, File, system or Process	Description of record, file, system or process	Classification	Citation of Statute or Federal Law that classifies the data	Employee Work Access
Environmental Complaints Reports	Includes disposition	Public/Private	Minn. Stat. §13.44	Public Works staff
EPA Reports	Complaints, etc.	Inactive: Public. Active: varies depending on nature and action of complaint. Private/Non-public	Minn. Stat. §13.39 Minn. Stat. §13.44	Public Works staff
Health Department Reports	Complaints, etc.	Inactive: Public. Active: varies depending on nature and action of complaint. Private/Non-public	Minn. Stat. §13.39 Minn. Stat. §13.44	Public Works staff