

City of Eden Prairie

Data Inventory of Records that Contain Private or Confidential Data on Individuals

Record, File, System or Process & State Code	Description	Private or Confidential	Statute or Federal Law that Classifies Data	Department	Authorized Access
Appointment Files ADM 01100 ADM 01110	Board and Commission Applicant Data (Appointed and Not Appointed)	Private	M.S. 13.43, Subd. 3 M.S. 13.601	OCM/ADM	City Council, City Manager, Admin Ast., Staff Liaisons
Absentee Ballot Application ELE 00100	Application for Absentee Ballot	Private	M.S. 203B.12	OCM/ADM	City Clerk and City, County, State Election Staff
Attorney Opinions ADM 01300	Official Opinions of City Attorney	Private	M.S. 13.393, 13.39	OCM/ADM	City Attorney, City Manager, City Council, Directors
Complaints – Real Property ADM 02600	By citizens about use of real property	Private/Confidential	M.S. 13.44	OCM/ADM	City Manager and Staff as necessary
Correspondence – Historical ADM 03000	Correspondence to and from Mayor, City Manager	Public/Private	M.S. 13.601, subd. 2	OCM/ADM	Sender and receiver of correspondence
Recordings – Audio ADM 05960	Audios of closed meetings	Non-Public/Public	13D.05, 13.37	OCM/ADM	City Staff as necessary
Subscriptions/Sign Ups ADM 6300	Citizen signups	Public/Private	13.356	City Wide	City Staff as necessary
Application for classification Blind, Disabled, seasonal, Non-profit, etc. ASG 00100	Application for special classification.	Private	MS 13.355	Assessing	Minnesota Assessors Offices
Deferment Application ASG 00600	Verification of income, ownership, etc. Ex. Open space.	Private	MS 13.51, subd. 2 MS 13.52	Assessing	Minnesota Assessors Offices

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Home Improvement Value Exclusion. ASG 00780	This old House application for reduced tax for home improvements.	Private	MS 13.49	Assessing	Minnesota Assessors Offices
Exclusion Applications ASG 00720	Legislated mandated program administered by city. Ex. Veterans	Private	MS 13.355	Assessing	Minnesota Assessors Offices
Homestead Application ASG 00800	Application for homestead classification.	Private	Privacy Act CFR. 405.42	Assessing	Minnesota Assessors Offices
Homestead Cards ASG 00900	Verification of homestead	Private	Privacy Act CFR. 405.42	Assessing	Minnesota Assessors Offices
Application for Green Acres & Agriculture Preserve ASG 00750	Application to qualify for program	Private	MS 13.49	Assessing	Minnesota Assessors Offices
Petitions (Court) Valuations ASG 01500	Income and Expense	Private	MS 13.39	Assessing	Assessing Staff
ATT 00200 ATTORNEY OPINIONS	Official opinions regarding questions of legal rights or liabilities affecting operating departments.	Public/Private/Non-Public	MS 13.393, MS 13.39	ATTORNEY	City Attorney and Staff, City Manager and Staff as needed
ATT 00300 CIVIL LITIGATION FILES	Judgements, settlements, releases, correspondence.	Public/Private/Confidential/Protected Non-Public	MS 13.39	ATTORNEY	City Attorney and Staff, City Manager and Staff as needed
ATT 00500 CRIMINAL LITIGATION FILES	Documents litigation involving the city. Work papers, copies of police records (originals filed with P.D.) briefs and pleadings, probation records and other court	Public/Private/Confidential/Protected Non-Public	MS 13.393, MS 13.82	ATTORNEY	City Attorney and Staff, City Manager and Staff as needed

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	records (orig. filed with the court).				
ATT 00600 INVESTIGATIVE FILES	Includes requests for investigation, work papers, and final reports. Research conducted but no litigation takes place.	Public/Private/Confidential /Protected Non-Public	MS 13.39	ATTORNEY	City Attorney and Staff, City Manager and Staff as needed
ATT 00700 PROPERTY 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, deeds, titles, affidavits, death certificates, sale appraisals, court documents, research, attorney's opinions, abstracts, and pictures.	Public/Private/Confidential/Protected Non-Public	MS 13.39	ATTORNEY	City Attorney and Staff, City Manager and Staff as needed
ADM 01400 Bids & Quotations		Public/Non-Public	MS 13.37	Engineering	Engineering Staff and City Staff as necessary
ADM 01500 Bids – Not Accepted		Public/Non-Public	MS 13.37	Engineering	Engineering Staff and City Staff as necessary

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ADM 02600 Lawn Water Complaints		Private	MS. 13.44	Engineering	Engineering Staff
1099 Forms PAY 02000	IRS Requirement	Private	MS 13.43	AP/Finance	Finance Staff
W-9 Forms	Used For Vendors	Private		AP/Finance	Finance Staff
Automatic Payment Form FIN 00950	Bank Information Provided to Pay Utility Bills on Due Date Auto	Public/Private	MS 13.37	UB/Finance	Utility Billing Staff
Audit Report – External FIN 00800	Audit Reports	Non-Public	MS 13.37	Finance	Finance Staff
Audit Reports – Internal FIN 00900	Audit Reports	Non-Public	MS 13.37	Finance	Finance Staff
Credit Card Receipts FIN 02060	Liquor Store Receipts	Private	MS 16A 626	Finance	Finance Staff
Checks – Receivables FIN 02022	Payments Utilities And Receivables	Public/Private	MS 13.37	UB/Finance	Utility Billing/Finance Staff
Employee Expense Report Reimbursement Agreement Form FIN 00950	For Direct Deposit Into Bank Account-Reimburse	Private	MS 13.37	Finance	Finance Staff
HRS 03300 Personnel Files	Includes disciplinary and SS#	Private	MS 13.43	FIRE	Esbensen, Cox, Parker, White, Berkbigler, Maynard
FIR 00600 Fire Investigation Report	Investigation information	Private/Confidential	MS 13.82, 13.83	FIRE	FD Personnel, Police Records Staff
FIR 00200 Arson Reports and Investigation		Private/Confidential	MS 13.82, 13.83	FIRE	FD Personnel
Community Development Block Grant (CDBG) HRA 00300	Zoning Verification	Private	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Airport Clear Zones Verification	Private	MS 13.462	Community Development	Manager HCS CDBG Administrator

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Community Development Block Grant (CDBG) HRA 00300	Explosives and Flammable Operations Verification	Private	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Property Inspection report	Private	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Income Verification Form Rehab Loan Program	Confidential	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Projection of Income Form Rehab Loan Program	Confidential	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Rehab Program Individual Data	Confidential	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Repayment Agreement-Rehab	Confidential	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Work Contract-Rehab	Private	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Rehab Loan Application	Confidential	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Rehab Work Summary	Private	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Emergency Rehab Loan Application	Confidential	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Emergency Rehab Loan Repayment Agreement	Confidential	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Income Verification Form First Time Homebuyer	Confidential	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Projection of Income First Time Homebuyer	Confidential	MS 13.462	Community Development	Manager HCS CDBG Administrator
Community Development Block Grant (CDBG) HRA 00300	Application First Time Homebuyer	Confidential	MS 13.462	Community Development	Manager HCS CDBG Administrator

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Community Development Block Grant (CDBG) HRA 00300	Repayment Agreement First Time Homebuyer	Confidential	MS 13.462	Community Development	Manager HCS CDBG Administrator
Affordable Care Act Reporting HRS 00150	Affordable Care Act Reporting	Public/Private	MS:13.43	Admin/HR	HR Staff
Affirmative Action Files HRS 00200	Sexual Harassment & complaints of discrimination	Public/Private Confidential	MS: 13.43, MS 13.39	Admin/HR	HR Staff
I-9 HRS 02000	I-9 Employment Eligibility Verification	Private	MS 13.43	Admin/HR	HR Staff
Recruitment Files HRS 03500	Posting, recruitment & selection	Public/Private	MS 13.43	Admin/HR	HR Staff
Veteran's Preference Election Form HRS 04050	Veteran's Preference	Private	MS 13.43	Admin/HR	HR Staff
Application for Employment (Not Hired) HRS 00500	Employment Application- Not Hired	Private	MS 13.43	Admin/HR	HR Staff
Application for Persons on Eligibility List HRS 00600	Applications for persons on Eligibility List	Public/Private	MS 13.43	Admin/HR	HR Staff
Examination File HRS 01800	Completed exams by applicants & employees	Private	MS 13.43	Admin/HR	HR Staff
Employee Suggestion Form HRS 01600	Suggestions	Public/Private	MS 13.43	Admin/HR	HR Staff
Grievance Files HRS 01900	Formal employee grievance/complaint	Public/Private	MS 13.43	Admin/HR	HR Staff
Personnel File HRS 03300	SSA-1945 (Job not covered by Social Security)	Private	MS 13.43	Admin/HR	HR Staff/ City Attorney
Personnel File HRS 03300	Applications, references, evaluations, wage information, emergency contact Info	Private	MS 13.43	Admin/HR	HR Staff/ City Attorney

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Personnel File HRS 03300	Investigation and Discipline Documents	Private	MS 13.43	Admin/HR	HR Staff/City Attorney
Recruitment Files HRS 03500	Posting, recruitment, selection	Public/Private	MS 13.43	Admin/HR	HR Staff
Unemployment Claims/Compensation HRS 04000	Unemployment records	Public/Private	MS 13.43	Admin/HR	HR Staff
Veteran's Preference Election Form HRS 04050	Veteran's Preference Election Form	Private	MS 13.43 Subd. 3	Admin/HR	HR Staff
Employee Medical Records HRS 04200	Employee Medical File	Private	MS 13.43	Admin/HR	HR Staff
FMLA Documents HRS 01850	FMLA Forms	Private	MS 13.43	Admin/HR	HR Staff
Benefit Enrollment Form HRS 00750	FSA Enrollment	Private	MS 13.43	Admin/HR	HR Staff
Benefit Enrollment Form HRS 00750	Cigna Life Insurance Enrollment	Private	MS 13.43	Admin/HR	HR Staff
Benefit Enrollment Form HRS 00750	Cigna Beneficiary Designation	Private	MS 13.43	Admin/HR	HR Staff
Benefit Enrollment Form HRS 00750	Long Term Disability Agreement	Private	MS 13.43	Admin/HR	HR Staff
Benefit Enrollment Form HRS 00750	HealthPartners- Medical Enrollment	Private	MS 13.43	Admin/HR	HR Staff
Benefit Enrollment Form HRS 00750	Health Partners- Dental Enrollment	Private	MS 13.43	Admin/HR	HR Staff
Benefit Enrollment Form HRS 00750	HealthPartners- Coordination of Benefits	Private	MS 13.43	Admin/HR	HR Staff
Benefit Enrollment Form HRS 00750	ICMA Enrollment	Private	MS 13.43	Admin/HR	HR Staff
Benefit Enrollment Form HRS 00750	MNDP Enrollment	Private	MS 13.43	Admin/HR	HR Staff

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Drug & Alcohol Testing Results HRS 01650	Pre-Employment & on-going, CDL	Public/Private	MS 13.43	Admin/HR	HR Staff
Drug & Alcohol Testing Results DOT Random HRS 01660	Random DOT Testing	Public/Private	MS 13.43	Admin/HR	HR Staff
First Report of Injury INS 0650	First Report of Injury	Private	MS 13.43	Admin/HR	HR Staff
Infectious Disease & Occupational Exposure Files HRS 04400	Hepatitis forms	Public/Private	MS 13.43	Admin/HR	HR Staff
OSHA Reports HRS 04600	Incident Reports & Annual Summary	Public/Private	MS 13.43	Admin/HR	HR Staff
OSHA Exposure Records HRS 04700	Employee exposure to toxic substances	Public/Private	MS 13.43	Admin/HR	HR Staff
W-4 PAY 01800	W-4 Form	Private	MS 13.43	Admin/HR	HR Staff
Authorization Cards PAY 00100	(Voluntary) Union dues, Charitable giving	Private	MS 13.43	Admin/HR	HR Staff
Direct Deposit Authorizations PAY 00420	Direct Deposit forms	Public/Private	MS 13.37, MS 13.43	Admin/HR	HR Staff
Cancelled & Voided Payroll Checks PAY 00300	Voided Checks- UltiPro	Public/Private	MS 13.43, Subd. 3	Admin/HR	HR Staff
Change form (Payroll Copy) PAY 00400	Payroll Changes	Public/Private	MS 13.43	Admin/HR	HR Staff
Garnishments PAY 00500	Garnishments	Private	MS 13.43	Admin/HR	HR Staff
Payroll Reports PAY 00800	Detailed Register	Public/Private	MS 13.43	Admin/HR	HR Staff
Payroll Ledger PAY 00900	Payroll history/Year end reports	Public/Private	MS 13.43	Admin/HR	HR Staff

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Payroll Reports- State & Federal PAY 01000	State & Federal Withholding & FICA	Public/Private	MS 13.43	Admin/HR	HR Staff
Pension & Retirement Reports PAY 01200	Deferred Comp	Public/Private	MS.13.43	Admin/HR	HR Staff
PERA Reports PAY 01300	Letters & Reports	Public/Private	MS 13.43	Admin/HR	HR Staff
Time Sheets PAY 01400	Time Sheets- UltiPro (Electronic)	Public/Private	MS 13.43	Admin/HR	HR Staff
Vacation & Leave Requests PAY 01500	Vacation & Leave Requests	Public/Private	MS 13.43	Admin/HR	HR Staff
W-2 Statements- Employers copies PAY 01600	W-2 Statements	Public/Private	MS 13.43	Admin/HR	HR Staff
W-4 Form- Originals PAY 01800	W-4 Forms- UltiPro & paper change forms	Public/Private	MS 13.43	Admin/HR	HR Staff
Adult League Registration and Rosters P&R 02000	All sports	Private	MN Stat. 13.548	P & R	P & R Staff
Application Form - Art Exhibit P&R 02000		Private	MN Stat. 13.548	P & R	P & R Staff
Arts in the Park Application P&R 02000		Private	MN Stat. 13.548	P & R	P & R Staff
Audition Form P&R 02000		Private	MN Stat. 13.548	P & R	P & R Staff
Basic Information needed for Program Registration P&R 02000		Private	MN Stat. 13.548	P & R	P & R Staff
Child Information Sheet P&R 02000	For Camps	Private	MN Stat. 13.548	P & R	P & R Staff
Eagle Scout Project Guidelines P&R 02000		Private	MN Stat. 13.356	P & R	P & R Staff

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Eden Prairie Orientation Form P&R 02000		Private	MN Stat. 13.548	P & R	P & R Staff
Email Lists P&R 01100	All Types	Private	MN Stat. 13.548	P&R	P & R Staff
Equipment Orientation Physical Activity Readiness Form P&R 02000		Private	MN Stat. 13.548	P & R	P & R Staff
Food Allergy Action Plan P&R 02000	For Camps	Private	MN Stat. 13.548	P & R	P & R Staff
Goose Dispersal Program Volunteer letter P&R 02000		Private	MN Stat. 13.548	P & R	P & R Staff
Goose Dispersal Waiver and Release P&R 02000		Private	MN Stat. 13.548	P & R	P & R Staff
Health History Form for Personal Training P&R 02000		Private	MN Stat. 13.548	P & R	P & R Staff
Intake Assessment P&R 02000	For Inclusion	Private	MN Stat. 13.548	P & R	P & R Staff
Mailing Lists P&R 01100	All types	Private	MN Stat. 13.548	P & R	P & R Staff
Medication Permission Form P&R 02000		Private	MN Stat. 13.548	P & R	P & R Staff
Passport to Fun Application P&R 02000	For Financial Assistance	Private	MN Stat. 13.548	P & R	P & R Staff
Personal Training Purchase form and health history packet P&R 02000		Private	MN Stat. 13.548	P & R	P & R Staff
Private Tennis Lessons P&R 02000		Private	MN Stat. 13.548	P & R	P & R Staff

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Registration Form – Garden Plots P&R 02000	Garden Plots	Private	MN Stat. 13.548	P & R	P & R Staff
Vendor Application – Events & Food P&R 02000		Private	MN Stat. 13.37	P & R	P & R Staff
Volunteer Application LIB 02300		Private	MN Stat. 13.43	P & R	P & R Staff
Automatic Membership Payment Information Form	Auto Withdrawal Information Form.	Private	MN Stat. 16A.626	P & R/ Finance	P & R Accounting Staff
Seizure Report form		Private	MN Stat. 13.548	P & R	P & R Staff
Seizure Action form		Private	MN Stat. 13.548	P & R	P & R Staff
City Employee/Contractor Unescorted Access to Police Department Applicant Questionnaire POL00240	Questionnaire used to provide unescorted access to police department	Non Public	MN Statute 13.43	Police	Eden Prairie PD and Human Resources
Background Investigation Firefighter Applicant Questionnaire POL00240	Questionnaire used for firefighter background investigation	Non Public	MN Statute 13.43	Police	Eden Prairie PD and Human Resources
Pre-Employment Background Investigation Police Employee or Volunteer Applicant Questionnaire POL 00240	Questionnaire used for police/volunteer applicants	Non Public	MN Statute 13.43	Police	Eden Prairie PD and Human Resources
City Employee/Volunteer Criminal History and Driver's License Check POL00240	Questionnaire used for criminal history and driver's license checks	Non Public	MN Statute 13.43	Police	Eden Prairie PD and Human Resources
Pre-Employment Background Investigation Sworn Police Officer Applicant Questionnaire	Questionnaire used for sworn applicants	Non Public	MN Statute 13.43	Police	Eden Prairie PD and Human Resources

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POL00240					
Pre-Employment Background Investigation Police PT CSO Applicant Questionnaire POL00240	Questionnaire used for community service officers	Non Public	MN Statute 13.43	Police	Eden Prairie PD and Human Resources
Application for Permit to Purchase Firearms PER2020	Used to apply for Permit to Purchase Firearms	Public/Private	MN Statute 13.355 MN Statute 13.37	Police	Eden Prairie PD, Department of Revenue
Application for Shooting Permit PER 2020	Used to apply for Shooting Permit	Public/Private	MN Statute 13.355 MN Statute 13.37	Police	Eden Prairie PD, Department of Revenue
Cigarette and Tobacco Products License Application Information & Requirements PER01000	Used to apply for Cigarette and Tobacco Products License Information & Requirements	Public/Private	MN Statute 13.355	Police	Eden Prairie PD, Department of Revenue
On-Sale Liquor Wine and/or Beer License Application PER2100	Used to apply for On-Sale Liquor Wine and/or Beer License	Public/Private	MN Statute 13.355	Police	Eden Prairie PD, Department of Revenue
Requirements for a Pawnbroker and/or Precious Metal Dealer License PER02600	Used to apply for Pawnbroker and/or Precious Metal Dealer License	Public/Private	MN Statute 13.355	Police	Eden Prairie PD, Department of Revenue
Application for Non-Profit Organization Soliciting Permit PER02700	Used to apply for Non-Profit Organization Soliciting Permit	Public/Private	MN Statute 13.355	Police	Eden Prairie PD, Department of Revenue
Application Information & Requirements for Peddlers/Solicitors & Transient Merchants PER02700	Used to apply for Peddlers/Solicitors & Transient Merchant license	Public/Private	MN Statute 13.355	Police	Eden Prairie PD, Department of Revenue

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Therapeutic Massage Enterprise License Application PER02200	Used to apply for Therapeutic Massage Enterprise License	Public/Private	MN Statute 13.355	Police	Eden Prairie PD, Department of Revenue
Applicant Fingerprint Card POL00500	Used for background investigations	Public/Private	MN Statute 13.43	Police	Eden Prairie PD, other law enforcement agencies, members of the public
Fingerprint Card for Sworn Officers and Police Personnel POL00510	Used for background investigations	Public/Private	MN Statute 13.43	Police	Eden Prairie PD and other law enforcement agencies
MN State Accident Report POL02900	Report used to document accident reports that exceed \$1,000	Confidential	MN Statute 169.09, Subd. 13 and 13.82	Police	Eden Prairie PD, commissioner of public safety, state, federal, county, municipal government agencies, persons involved/injured/owner, and their legal counsel or insurance representative
Citation POL03500	Used to cite individuals for law violations	Public/Confidential	MN Statute 13.82, Subd. 7 Federal Drivers Privacy Protection Act 18 U.S.C. 2721 et seq.	Police	Eden Prairie PD, other law enforcement departments, state agencies, government agencies
Hennepin County Juvenile Detention Center Authority to Hold POL03400	Used to legally detain/hold a juvenile after a crime has been committed	Private	MN Statute 260B.171 Subd. 5	Police	Eden Prairie PD, other law enforcement departments, state agencies, government agencies, and (guardian and/or subject of the data)
Diversion – Referral Form POL03400	Used to address unlawful behavior outside of the	Private	MN Statute 260B.171 Subd. 5	Police	Eden Prairie PD, other law enforcement

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	formal juvenile justice system				departments, state agencies, government agencies and (guardian and/or subject of the data)
Banks, Credit Cards, and Other Creditors Log POL03300	Used by identity theft victims to organize information	Public/Private	MN Statute 13.37, Subd. 1(a)	Police	Eden Prairie PD, other law enforcement agencies, government entities
Reporting Check & Financial Transaction Fraud POL03300	Used by identity theft victims to report check/financial transaction fraud	Public/Private	MN Statute 13.37, Subd. 1(a)	Police	Eden Prairie PD, other law enforcement agencies, government entities
Release of Health Information POL03300	Used to request patient information from a medical facility	Public/Private	MN Statute 13.355	Police	Eden Prairie PD, other law enforcement agencies, government entities