

Data Maintained by the City of Albertville

Name of Record, File, Or Data Type	Description	Data Classification	Citation For Classification	Employee Work Access
Appointment Files	Appointments to various Council Boards, Commissions, or Committees	Public/Private	Minn. Stat. § § 13.43, 13.601	Certain employees on an as-needed basis as part of specific work assignments
Attorney Opinions	Official opinions of City attorney	Public/Private	Minn. Stat. § § 13.393, 13.39	Certain employees on an as-needed basis as part of specific work assignments
Audit Reports External	Based on private companies for review of tax payments, or based on internal operations	Non-Public	Minn. Stat. § 13.37	Certain employees on an as-needed basis as part of specific work assignments
Audit Reports Internal	Based on private companies for review of tax payments, or based on internal operations	Non-Public	Minn. Stat. § 13.392	Certain employees on an as-needed basis as part of specific work assignments
Automatic Payment Plan Authorization Form	With supporting documentation	Public/Private	Minn. Stat. § § 13.37	Certain employees on an as-needed basis as part of specific work assignments
Bids and Proposals	Responses to requests for bids and proposals	Public/Private	Minn. Stat. § 13.591	Certain employees on an as-needed basis as part of specific work assignments
Building Plans	Commercial, industrial, residential	Public/Private Non-Public	Minn. Stat. § § 13.37, subd. (1)(b), 541.051	Certain employees on an as-needed basis as part of specific work assignments
Checks (Accounts Receivable)	Received from customers	Public/Private	Minn. Stat. § 13.37	Certain employees on an as-needed basis as part of specific work assignments
Civil Litigation Files	Judgments, settlements, releases, correspondence	Public/Private Confidential Protected Non-Public	Minn. Stat. § 13.39	Certain employees on an as-needed basis as part of specific work assignments

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Community Development Block Grant Applications	Annual breakdown of applications and supporting materials	Public/Private	Minn. Stat. § 13.462	Certain employees on an as-needed basis as part of specific work assignments
Credit Card Receipts	Merchant copies	Public/Private	Minn. Stat. § 16A.626	Certain employees on an as-needed basis as part of specific work assignments
Criminal Litigation Files	Documents litigation involving the City	Public/Private Confidential Protected Non-Public	Minn. Stat. §§ 13.393, 13.82	Certain employees on an as-needed basis as part of specific work assignments
Complaints	By citizens about the use of real property	Public/Private	Minn. Stat. § 13.44	Certain employees on an as-needed basis as part of specific work assignments
Absentee Ballot Application	Absentee ballot application	Public/Private	Minn. Stat. § 203B.12	Certain employees on an as-needed basis as part of specific work assignments
Ballots	Voted or rejected	Public/Private	Minn. Stat. § 13.37	City Clerk on an as-needed basis
Checks	Received from customers submitted electronically	Public/Private	Minn. Stat. § 13.37	Certain employees on an as-needed basis as part of specific work assignments
Insurance Claims	Filed by or against the City	Public/Private	Minn. Stat. § 13.43	Certain employees on an as-needed basis as part of specific work assignments
Mailing Lists	For program participants	Private	Minn. Stat. § 13.548	Certain employees on an as-needed basis as part of specific work assignments
Photographs	Photos retained in accordance with item related to in General Records Retention Schedule	Public/Private	Minn. Stat. § 13.82	Certain employees on an as-needed basis as part of specific work assignments
Property Acquisition	Deeds, contracts, correspondence, purchase valuation data, agreements	Public Confidential Protected Non-Public	Minn. Stat. §§ 13.44, 13.585	Certain employees on an as-needed basis as part of specific work assignments

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Property Files	Files involving land acquisitions, condemnations, land sales, lawsuits, etc.	Public/Private Confidential Protected Non-Public	Minn. Stat. § 13.39	Certain employees on an as-needed basis as part of specific work assignments
Real Property Appraisals		Public/ Confidential	Minn. Stat. § 13.44	Certain employees on an as-needed basis as part of specific work assignments
Social Security Numbers	Collected or maintained on individuals	Private	Minn. Stat. § 13.355	Certain employees on an as-needed basis as part of specific work assignments
Response to Data Requests	Data collected in responding to requests for data maintained by City of Albertville	Public/Private	Various	Responsible Authority Data Practices Compliance Official
1099 Miscellaneous Income	1099 Miscellaneous Income	Public/Private	Minn. Stat. § 13.43	Certain employees on an as-needed basis as part of specific work assignments