

City of Winona
Private or Confidential Data List

Department: Administration

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	Name, title and address of designee in charge of this file
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	Monica Hennessy Mohan City Clerk 207 Lafayette Street Winona, MN 55987
Complaints - Real Property	By citizens about the use of real property.	Public/Private/ Confidential	Minn. Stat. §13.44	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
Correspondence - Historical	Correspondence to/from mayor, Interim City Manager, city administrator. 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	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
Minutes - City Council Closed Meetings	Tape recordings (refers only to union negotiations)	Public/Private	Minn. Stat. §13.37	Monica Hennessy Mohan City Clerk 207 Lafayette Street Winona, MN 55987

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Department: Attorney

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	Name, title and address of designee in charge of this file
Attorney Opinions	Official interpretation regarding questions of legal rights or liabilities affecting operating departments	Public, Private, Non-Public	Minn. Stat. §13.393, §13.39	Chris Hood, City Attorney 111 Riverfront, Suite 306 Winona, MN 55987
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	Chris Hood, City Attorney 111 Riverfront, Suite 306 Winona, MN 55987
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	Chris Hood, City Attorney 111 Riverfront, Suite 306 Winona, MN 55987
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	Chris Hood, City Attorney 111 Riverfront, Suite 306 Winona, MN 55987
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	Chris Hood, City Attorney 111 Riverfront, Suite 306 Winona, MN 55987

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Department: Community Development

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	Name, title and address of designee in charge of this file
Deferment Application	Verifications of income, ownership, etc.	Private/Non-Public	Minn. Stat. §13.51, Subd. 2, Minn. Stat. §13.52	Lucy McMartin Interim Community Development Director 207 Lafayette Street Winona, MN 55987

City of Winona
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Department: Finance

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	Name, title and address of designee in charge of this file
Bonds	Bond & Interest Coupon Register	Non-Public/Private	Minn. Stat. §475.55	Mary Burrichter Dir. of Finance 207 Lafayette Street Winona, MN 55987
Checks	Paid & returned checks	Public/Private	Minn. Stat. §13.43	Mary Burrichter Dir. of Finance 207 Lafayette Street Winona, MN 55987

City of Winona
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Department: Building & Inspections

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	Name, title and address of designee in charge of this file
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	Steve Carson Building Official 207 Lafayette Street Winona, MN 55987
Building Plans: Residential	Includes architectural, design specifications, structural & utility plans.	Public, private, non-public	Minn. Stat. §13.37, Subd. 1b	Steve Carson Building Official 207 Lafayette Street Winona, MN 55987

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Department: Interim City Manager/Human Resources

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	Name, title and address of designee in charge of this file
Affidavit of Publication for Job Opening	Affidavit of Publication for Job Opening	Public/Private	Minn. Stat. §13.43	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
Affirmative Action Files	Sexual harassment & discrimination	Public/private/ confidential	Minn. Stat. §13.43 Minn. Stat. §13.39	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
Affirmative Action Recruitment Form	Supplemental personnel data from job applications.	Public/private/ confidential	Minn. Stat. §13.43 Minn. Stat. §13.39	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
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	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
Benefits Enrollment Forms	Employees' medical, dental, deferred compensation, etc. election forms.	Private	Minn. Stat. §13.43	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
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	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
Employment Testing Results	Includes commercial drivers licenses (cdl's), controlled substance test results, drivers evaluations, etc.	Public/Private	Minn. Stat. §13.43	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987

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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	Name, title and address of designee in charge of this file
Examination File	Completed exams administered to applications, & promotional exams administered to employees.	Private	Minn. Stat. §13.43	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
Family Medical Leave Documents (FMLA)	Should not be retained in employee personnel file.	Private	Minn. Stat. §13.43	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
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	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
I-9 Form	Employment Eligibility Verification. Verifies status of citizenship or naturalization.	Private	Minn. Stat. §13.43	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
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	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
Recruitment Files	Records that relate to posting, recruitment, selection & appointment to each city position.	Public/Private	Minn. Stat. §13.43	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987

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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	Name, title and address of designee in charge of this file
Reprimands/Disciplinary Action	Reprimands/Disciplinary Action	Public/Private	Minn. Stat. §13.43	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
Return to Work Slips	Return to Work Slips	Private	Minn. Stat. §13.43	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
Unemployment Claims/Compensation	Unemployment Claims/Compensation	Public/Private	Minn. Stat. §13.43	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
Wage Assignments	Letters, correspondence, etc.	Public/Private	Minn. Stat. §13.43	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987
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	Judith Bodway Interim City Manager 207 Lafayette Street Winona, MN 55987

City of Winona
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Department: Port Authority (Redevelopment Authority)

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	Name, title and address of designee in charge of this file
Community Development Block Grant (CDBG) Applications	Annual breakdown of city applications and supporting materials or services.	Public/Private	Minn. Stat. §13.462	Lucy McMartin Interim Community Development Director 207 Lafayette Street Winona, MN 55987
Community Development Block Grant (CDBG) Loans	Loans to assist low income families.	Public, private, non-public	Minn. Stat. §13.462	Lucy McMartin Interim Community Development Director 207 Lafayette Street Winona, MN 55987
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	Lucy McMartin Interim Community Development Director 207 Lafayette Street Winona, MN 55987
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	Lucy McMartin Interim Community Development Director 207 Lafayette Street Winona, MN 55987
Property Acquisition	Deeds, contracts, correspondence, purchase valuation data, agreements, property data	Public/confidential/protected non-public	Minn. Stat. §13.462 Minn. Stat. §13.585	Lucy McMartin Interim Community Development Director 207 Lafayette Street Winona, MN 55987

City of Winona
Private or Confidential Data List

Department: City Clerk/Elections

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	Name, title and address of designee in charge of this file
Ballots	May include absentee, voted, or rejected	Public/Private	Minn. Stat. §13.37	Monica Hennessy Mohan City Clerk 207 Lafayette Street Winona, MN 55987
Bids	Sealed bids, including the number of bids received, prior to the opening of the bids	Public/Private	Minn. Stat. §13.37	Monica Hennessy Mohan City Clerk 207 Lafayette Street Winona, MN 55987

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Department: Fire

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	Name, title and address of designee in charge of this file
Arson Reports/Investigations	Arson Reports/Investigations	Public and confidential	Minn. Stat. §13.82, Subd. 7, Minn. Stat. §13.83	Ed Krall, Fire Chief 451 East 3rd Street Winona, MN 55987
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	Ed Krall, Fire Chief 451 East 3rd Street Winona, MN 55987
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	Ed Krall, Fire Chief 451 East 3rd Street Winona, MN 55987
Complaints - Real Property	By citizens about the use of real property.	Public/Private/ Confidential	Minn. Stat. §13.44	Ed Krall, Fire Chief 451 East 3rd Street Winona, MN 55987
Fire Inspections	Inspections of property pursuant to City Code and MN Statutes	Public/Private/ Confidential	Minn. Stat. §13.44	Ed Krall, Fire Chief 451 East 3rd Street Winona, MN 55987

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Department: Health & Safety

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	Name, title and address of designee in charge of this file
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	Dan Wicka Safety Coordinator 207 Lafayette Street Winona, MN 55987
Insurance	First Report of Injury	Public/Private	Minn. Stat. §13.43	Dan Wicka Safety Coordinator 207 Lafayette Street Winona, MN 55987
OSHA Reports	OSHA Report numbers 200 & 101	Public/Private	Minn. Stat. §13.43	Dan Wicka Safety Coordinator 207 Lafayette Street Winona, MN 55987
OSHA - Employee Exposure Records	Any information concerning employee exposure to toxic substances or harmful physical agents.	Public/Private	Minn. Stat. §13.43	Dan Wicka Safety Coordinator 207 Lafayette Street Winona, MN 55987
Workers Compensation Claims	Injury reports and correspondence dealing with injuries.	Private	Minn. Stat. §176.231	Dan Wicka Safety Coordinator 207 Lafayette Street Winona, MN 55987

City of Winona
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Department: Library

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	Name, title and address of designee in charge of this file
Audio Visual Equipment Checkout Records	Who currently has checked out projectors, cameras, etc., & who has returned equipment damaged or late & has not yet paid for damage or fine.	Private	Minn. Stat. §13.40	Chad Ubl Community Services Director 151 West 5 th Street Winona, MN 55987
Circulation Records	Includes cards, computer entries, & statistical reports	Public/Private	Minn. Stat. §13.40	Chad Ubl Community Services Director 151 West 5 th Street Winona, MN 55987
Donor Records	Includes gifts	Public/Private/Non-public	Minn. Stat. §13.792	Chad Ubl Community Services Director 151 West 5 th Street Winona, MN 55987
Fines & Service Charge Records	Fines & Service Charge Records	Public/Private	Minn. Stat. §13.40	Chad Ubl Community Services Director 151 West 5 th Street Winona, MN 55987
Library Card	Library Card	Public/Private	Minn. Stat. §13.40	Chad Ubl Community Services Director 151 West 5 th Street Winona, MN 55987
Loans-Inter Library	Loans of materials received to and from libraries	Public/Private	Minn. Stat. §13.40	Chad Ubl Community Services Director 151 West 5 th Street Winona, MN 55987

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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	Name, title and address of designee in charge of this file
Lost Item Reimbursement Records	Lost Item Reimbursement Records	Public/Private	Minn. Stat. §13.40	Chad Ubl Community Services Director 151 West 5 th Street Winona, MN 55987
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	Chad Ubl Community Services Director 151 West 5 th Street Winona, MN 55987
Petty Cash Reports	Petty Cash Reports	Public/Private	Minn. Stat. §13.37	Chad Ubl Community Services Director 151 West 5 th Street Winona, MN 55987
Volunteer Personnel Records	Hours worked	Public/Private	Minn. Stat. §13.43	Chad Ubl Community Services Director 151 West 5 th Street Winona, MN 55987
Work Schedule Files	Hours worked, vacation, leaves taken.	Public/Private	Minn. Stat. §13.43	Chad Ubl Community Services Director 151 West 5 th Street Winona, MN 55987

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Department: Parks & Recreation

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	Name, title and address of designee in charge of this file
Advocacy Client Files	Names, addresses, income eligibilities	Private	Minn. Stat. §13.462	Malia Fox Senior Center Director 251 Main Street Winona, MN 55987
AWC Medical Information	Medical diagnosis, prescriptions, health concerns	Private	Minn. Stat. §13.3805, subd. 1	Malia Fox Senior Center Director 251 Main Street Winona, MN 55987
Fee Waiver Sheets	For low income participants.	Private	Minn. Stat. §13.462	Maynard Johnson Recreation Director 207 Lafayette Street Winona, MN 55987
Mailing Lists	Program participants.	Private	Minn. Stat. §13.548	Maynard Johnson Recreation Director 207 Lafayette Street Winona, MN 55987
Registration Forms	Registration Forms	Private	Minn. Stat. §13.548	Maynard Johnson Recreation Director 207 Lafayette Street Winona, MN 55987
Roster	Names of participants.	Private	Minn. Stat. §13.548	Maynard Johnson Recreation Director 207 Lafayette Street Winona, MN 55987

**City of Winona
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Department: Payroll

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	Name, title and address of designee in charge of this file
Authorization Cards	Voluntary (union dues, charitable contributions, employee club, credit union).	Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
Cafeteria Plan Records	Flex plans and section 125 reports, election forms, reimbursement forms, etc.	Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
Cancelled Payroll Checks	Cancelled Payroll Checks	Public/Private	Minn. Stat. §13.43, Subd. 3	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
Change Form (Payroll Copy)	Original retained in personnel file salary, position, grade level, address, leave of absence, etc.	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
Garnishments	Child support/spouse maintenance.	Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
Payroll History Card	Payroll History Card	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987

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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	Name, title and address of designee in charge of this file
Payroll Journal	Detailed register of current & year-to-date salaries, gross to net, and benefit hours used	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
Payroll Ledger	Payroll Ledger	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
Payroll Reports	State withholding, federal withholding, & FICA	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
Payroll Worksheets	Payroll Worksheets	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
Pension & Retirement Reports	Deferred comp., etc.	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
PERA Reports	PERA Reports	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
Time Sheets	Originals	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
Vacation & Leave Requests	Reports & Slips	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987

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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	Name, title and address of designee in charge of this file
W-2 Statements - Employers Copy	W-2 Statements - Employers Copy	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
W-3 Statements	W-3 Statements	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
W-4 Form	Originals	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987
1099 Miscellaneous Income	1099 Miscellaneous Income	Public/Private	Minn. Stat. §13.43	Mary Burrichter Finance Director 207 Lafayette Street Winona, MN 55987

City of Winona
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Department: Permits/Licenses

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	Name, title and address of designee in charge of this file
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	Steve Carson Dir. of Building & Inspections 207 Lafayette Street Winona, MN 55987
Animal & Pet Licenses or Permits	Rabies, vaccinations, etc.	Public/Non public	Minn. Stat. §13.37	Mary Burchter Dir. of Finance 207 Lafayette Street Winona, MN 55987
Building Permits - Commercial	Applications, summary data, etc.	Public/Non public	Minn. Stat. §13.37	Steve Carson Dir. of Building & Inspections 207 Lafayette Street Winona, MN 55987
Building Permits - Residential	Applications, summary data, etc.	Public/Non public	Minn. Stat. §13.37	Steve Carson Dir. of Building & Inspections 207 Lafayette Street Winona, MN 55987
Liquor License	Applications for on-sale, off-sale, club and wine liquor licenses and certificate of insurance.	Public/Private/Confidential	Minn. Stat. 13.41	Monica Hennessy Mohan City Clerk 207 Lafayette Street Winona, MN 55987
Real Property Appraisals	Real Property Appraisals	Public/Confidential	Minn. Stat. §13.44, subd. 3	Lucy McMartin Interim Director of Community Development 207 Lafayette Street Winona, MN 55987

City of Winona
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Department: Police

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	Name, title and address of designee in charge of this file
Background Check	Local records check on individual (i.e. employment, adoptions)	Non Public	Minn. Stat. §13.39, 13.43, 13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
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, 260B.171	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Certification For Peace Officers for State Aid Application	State form PA-1	Public/Private	Minn. Stat. §13.43	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Department of Corrections - Annual Report	Printout of all bookings for jurisdiction. Note: pertains to jail	Public/Private	Minn. Stat. §13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Emergency Plan	Emergency Plan	Public/Private	Minn. Stat. §13.37	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Fingerprint Cards	Sworn officers and police personnel	Private	Minn. Stat. §13.43	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Fingerprint Cards	For persons accessing secured areas	Public/Private	Minn. Stat. §13.43	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Internal Investigation	Case files & reports	Public/Private/Confidential	Minn. Stat. §13.39, 13.43, 13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987

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Log Sheets	Officer	Public/Private/Confidential	Minn. Stat. §13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Police Clearance Letters	Criminal history on individual within jurisdiction	Public/Private	Minn. Stat. §13.87	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Public Assistance Voucher Records	Copies	Private	Minn. Stat. §13.462	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Neighborhood Crime Watch		Public/Private/Non-public	Minn. Stat. §13.37	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Operation I.D.		Public/Private/Non-public	Minn. Stat. §13.37	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
911 Recordings		Public/Private	Minn. Stat. §13.37	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Squad Car Videos	Videos recorded on squad dash cameras	Public/Private/Confidential	Minn. Stat. §13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Radio Logs	Dispatcher	Private	Minn. Stat. §13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987

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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	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
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	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Bail Receipts		Public/Private	Minn. Stat. §13.82, Subd. 3a	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
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	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
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	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987

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Criminal Record Check Log	Log recording criminal history queries via state computer	Public/Private/Confidential	Minn. Stat. §13.87	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Death Investigation	Any case file or any investigation involving a death	Private	Minn. Stat. §13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Evidence/Property Logs		Public/Private	Minn. Stat. §13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Evidence/Property Inventory Reports	Property which has been found, confiscated, seized, etc.	Private	Minn. Stat. §13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Fingerprint Cards	Criminal	Confidential while investigation is active; after that public	Minn. Stat. §13.82 Subd 5	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Firearm Application/Permits	Includes application to purchase and a copy of the firearm permit to carry	Private	Minn. Stat. §13.87	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Firearm Transfer		Private	Minn. Stat. §13.87	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
ICR's	Initial complaint reports	Public/Private	Minn. Stat. §13.82	Paul Bostrack Chief of Police 201 West 3 rd Street

**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	Name, title and address of designee in charge of this file
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	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Master Name File	Adult	Public/Private/Confidential	Minn. Stat. §13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Master Name File	Juvenile	Private	Minn. Stat. § 260B.171	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Repossession Logs		Private, Non-Public	Minn. Stat. §13.82, Subd. 20	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Validation Reports	(from State) For example, regarding stolen property	Private, Non-Public	Minn. Stat. §13.82, Subd. 20	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Admission Release Records		Public/Private	Minn. Stat. §13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Jail Register	Log of individuals held at facility	Public/Private	Minn. Stat. § 260B.171	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Prisoner Property Receipts		Public/Private	Minn. Stat. §13.85	Paul Bostrack Chief of Police 201 West 3 rd 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	Name, title and address of designee in charge of this file
Video Tape of Booking		Private	Minn. Stat. §13.43	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Training Records for Each Officer	Examples include first aid, firearm training, advanced driving, crime scene processing, report writing, etc.	Public/Private	Minn. Stat. §13.43	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Training Report	Summary report of each officer's training history. May be filed in officer's personnel file.	Public/Private	Minn. Stat. §13.43	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
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	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Arrest & Charge	Audio and video 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. (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, Subd. 10, 260B.171	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Homicides	Audio & video recordings containing information regarding any homicides	Public/Confidential	Minn. Stat. §13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Internal Investigations	Audio & video recording determined to have evidentiary value in any internal investigations.	Public/Private	Minn. Stat. §13.43	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
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	Paul Bostrack Chief of Police 201 West 3 rd Street

**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	Name, title and address of designee in charge of this file
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 under the previously mentioned categories depending on the severity of the charge against the person.	Public/Private/Confidential	Minn. Stat. §13.39, 13.43, 13.82	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987
Photographs	Pictures are retained in accordance with the item they relate to in the General Records Retention Schedule (i.e. all pictures and negatives 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	Paul Bostrack Chief of Police 201 West 3 rd Street Winona, MN 55987

City of Winona
Private or Confidential Data List

Department: Public Works - Maintenance/Operations

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	Name, title and address of designee in charge of this file
Environmental Complaints Reports	Includes disposition	Public/Private	Minn. Stat. §13.44	Keith Nelson Asst City Mgr for Public Works 207 Lafayette Street Winona, MN 55987

Department: Utilities

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	Name, title and address of designee in charge of this file
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	Keith Nelson Asst City Mgr for Public Works 207 Lafayette Street Winona, MN 55987
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	Keith Nelson Asst City Mgr for Public Works 207 Lafayette Street Winona, MN 55987