



# Policy Manual

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## **Automated External Defibrillator (AED) Policy**

Adopted: November 10, 2015

Revised: April 3, 2025

Reviewed: March 2025

### **Purpose**

Statistics from the American Heart Association show that approximately 350,000 adult Americans die each year from sudden cardiac arrest. Many of these deaths are the result of out-of-hospital sudden cardiac arrest brought on by ventricular fibrillation (VF). VF is a dangerous arrhythmia in which the heart quivers chaotically instead of beating in a normal rhythm resulting in death. The only effective treatment for ventricular fibrillation is the delivery of an electric shock by a defibrillator. An Automated External Defibrillator (AED) is a simple, easy-to-use device that analyzes the heart's rhythm and if necessary tells the user to deliver a lifesaving shock. Early defibrillation (within 3-5 minutes of the cardiac arrest) is critical to survival. Every minute defibrillation is delayed, survival rates plunge 10 percent. Studies have shown that early defibrillation, along with Cardio-Pulmonary Resuscitation (CPR), can increase the chance of survival two to three fold. The solution to sudden cardiac arrest is the deployment of AEDs in key locations where people congregate.

### **Policy**

Carlton County recognizes the importance of AEDs in increasing the chances of survival for anyone experiencing sudden cardiac arrest and, as such, subscribes to the following AED policy. An AED is located at each building owned or rented by Carlton County and staffed by County employees. It is expected that all employees will be aware of where AEDs are located at their assigned work location and will view an AED training video through the County's annual safety training program, unless more specific department training is required.

### **Scope**

An AED will be used in conjunction with CPR in cases of sudden cardiac arrest at any Carlton County building, in accordance with accepted protocols, including those developed by the American Red Cross and American Heart Association. Use of the AED and CPR will continue as appropriate during the course of emergency care, until the victim resumes pulse and respiration and/or local Emergency Medical Services (EMS) arrive at the scene and assume responsibility for emergency care of the victim. An AED must only be applied to victims who are unconscious, without signs of life.

### **Responsibilities**

- A. AED Program Coordinator: the County Coordinator or their designee.
  - a. Make the safety training video available to all employees;
  - b. Coordinate equipment and accessory maintenance, including recordkeeping of said maintenance;
  - c. Maintain list of all Carlton County AEDs (make, model, and serial number), physical locations, and Department Coordinators;
  - d. Review and revise the AED Policy biannually as needed in conjunction with the Policy Committee;
  - e. Serve as the liaison between the County and the AED manufacturer(s);
  - f. Participate in post-incident critical incident stress debriefing.
- B. Department AED Coordinator: Property Management Supervisor or their designee.
  - a. Conduct daily, weekly, and/or monthly equipment maintenance per manufacturer's recommendations and/or at direction of Program Coordinator;
  - b. Maintain a list of installation and expiration dates of AED batteries, AED pads, and batteries for AED cabinet door alarms;
  - c. Send all maintenance and training records to the AED Program Coordinator.

### **Locations/Equipment**

- A. Per manufacturer's recommendations, AEDs located in Carlton County buildings are placed in easily accessible and identifiable locations. The list of AED locations (Appendix A) will be updated biannually as part of the AED Policy review.
- B. AED cabinets at all buildings contain laminated instructions on use of the AED along with troubleshooting suggestions. AED cabinets at all buildings other than the Courthouse also contain tape, a razor, a CPR mask, gauze, gloves and trauma scissors.

### **Training**

- A. All Carlton County employees will be required to watch an AED training video, unless more specific department training is required.
- B. Drills may be conducted annually in accordance with the Carlton County Emergency Response Plan for AEDs located inside Carlton County buildings.

### **Maintenance**

- A. Monthly equipment check: Once each calendar month, the Department AED Coordinator will conduct and document an equipment check including the following elements:
  - a. Emergency kit supplies;
  - b. AED battery life;
  - c. AED operation and status.
- B. Annual equipment check: Once each calendar year, the AED Program Coordinator will conduct and document an equipment check including the following elements:
  - a. Check expiration date of batteries and electrodes;
  - b. Check AED status;
  - c. Perform AED self-diagnostic check.
- C. Post-incident check: Once an AED has been used, the AED Program Coordinator will evaluate the AED prior to it being returned to service.

### **Reporting**

When an incident has occurred at any Carlton County facility that required the use of an AED, the AED Incident Report Form (Appendix B) must be completed and submitted to the AED Program Coordinator within 24 hours of the incident.

### **Debriefing**

- A. A review of each medical event requiring use of an AED will be conducted by the AED Program Coordinator. All key participants in the medical event will be encouraged to participate in the review as it will include actions that went well during the medical event and opportunities for improvement.
- B. When an incident has occurred at a Carlton County building that required the use of an AED, critical incident stress debriefing services will be offered through the county's Employee Assistance Program (EAP). Although this is a voluntary program, staff will be encouraged to participate.

**Appendix A: AED Locations**

<b>AED</b>	<b>BUILDING</b>	<b>LOCATION</b>
Phillips HeartStart	Courthouse 1 <sup>st</sup> Floor	Right wall next to elevator
Phillips HeartStart	Courthouse 2 <sup>nd</sup> Floor	Right wall next to elevator
Phillips HeartStart	Courthouse 3 <sup>rd</sup> Floor	Right wall next to elevator
Phillips HeartStart	ACT Building	Hallway past the 1 <sup>st</sup> door on right
Phillips HeartStart	Community Services 1 <sup>st</sup> Floor	Hallway outside WIC office
Phillips HeartStart	Community Services 2 <sup>nd</sup> Floor	West wall at top of public stairs
Phillips HeartStart	Law Enforcement Center 2 <sup>nd</sup> Floor	Lobby next to elevator
Phillips HeartStart	Transportation/Land	East wall in main lobby
Phillips HeartStart	Transportation/Land Garage	Hallway near employee breakroom
Phillips HeartStart	Airport	Front lobby
Phillips HeartStart	Extension	Right wall next to front door
Phillips HeartStart	Transfer Station	Cashier Office
Phillips HeartStart	Barnum Shop	Lunch room near door
Phillips HeartStart	Moose Lake Family Services	North wall in Room #3

## AED Incident Report

Name of Patient:	Incident Date and time:	Ambulance called: Yes    No
Incident Location:	CPR/AED Operator/ Assistances & Witnesses:	
Estimated Time from Patient's collapse until CPR: _____minutes		
Was incident witnessed? Yes                  No                  by Whom: _____		
Estimated time from CPR initiated until AED pads applied:  _____minutes	CPR started by: _____	Time: _____
	Any known illnesses of patient:	
Did patient start breathing? Yes                  No	Did patient gain consciousness? Yes                  No	
Other Treatments:	Medical Patches Removed? Yes                  No	
	Given to Medics? Yes                  No	
Shock Given? Yes                  No	Additional Shocks Given? Yes                  No	
Briefly describe the incident:		
Additional Information:		
Coordinator Review:	Date:	Review with Responders:
		Date:

COMMENTS ON BACK



## **Animals in County Buildings Policy**

Adopted: August 13, 2019

Revised:

Reviewed: March 2025

### **POLICY**

In compliance with state and federal anti-discrimination laws, including the Americans with Disabilities Act, and the Minnesota Human Rights Act, individuals with disabilities may be accompanied by a service animal in all county facilities accessible to members of the public or participants in services, programs, and activities. Animals accompanying law enforcement officers as part of their work assignments are also allowed access to county facilities. All other animals are strictly prohibited from county facilities.

### **SCOPE OF COVERAGE**

This policy applies to all County Buildings.

### **DEFINITIONS**

Service Animal – Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.” 28 C.F.R. §35.104; Minn. Stat. §363A.19(c). All other species of animal, whether wild or domestic, trained or untrained, do not qualify as service animals with the exception of a miniature horse in certain circumstances.

A miniature horse is a horse in height from 24 inches to 34 inches measured to the shoulders and generally weighing between 70 and 100 pounds. A miniature horse may qualify as a service animal if: (1) the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability; (2) the public facility can accommodate the miniature horse accounting for its type, size and weight; (3) the handler maintains sufficient control of the miniature horse; (4) the miniature horse is housebroken; and (5) the presence of the miniature horse does not compromise legitimate safety requirements that are necessary for safe operations. 28 C.F.R. §36.302.

Therapy animal or Emotional Support Animal – An animal whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits or to promote emotional well-being. A therapy animal is not a service animal. 28 C.F.R. Part 35, App. A.

Companion Animal – An animal of any species trained or untrained that provides companionship to a human. A companion animal is not a service animal.

### **ENFORCEMENT**

Department heads are responsible for enforcement of this policy and training staff on the enforcement of this policy.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions:

1. Is the animal a service animal required because of a disability?
2. What work or task has the animal been trained to perform?

Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task. Staff cannot require individuals with a service animal to use a specific entrance.

A person with a disability who uses a service animal cannot be required to pay a fee or surcharge, even if people accompanied by companion animals are required to pay fees, or to comply with other requirements generally not applicable to people without companion animals. In cases where the County normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.

A person with a disability must always keep a service animal under control. A service animal shall have a harness, leash or other tether, unless the handler is unable because of a disability to use a harness or the use of a harness would interfere with the service animal's safe and effective performance of its work.

If the use of a harness is not feasible for one of these reasons, the handler must maintain control of the animal through voice command, signals, or other effective means.

A person with a disability cannot be asked to remove a service animal from the premises unless:

1. the animal is out of control and the handler does not take effective action to control it; or
2. the animal is not housebroken.

When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain services without the animal's presence. In such a situation, staff should work with their supervisor, or Facilities Management, to remove the service animal.

A service animal in training is treated for purposes of this policy the same as a service animal.



## CARLTON COUNTY BUDGET POLICY

Adopted: August 28, 2017

Revised:

Reviewed: March 2025

### **Budget Adoption Process**

The Carlton County Board of Commissioners formally adopts a county budget annually after the required public hearings and provides the authorization for departmental revenues and expenditures. The adoption of the proposed and final budget is done by the full Board of Commissioners. The budgets are approved at a fund level and department level.

### **Budgeted Funds**

Carlton County is required under Minn. Stat. Ch. 383C to adopt an annual budget for the General, Special Revenue, and Debt Service Funds. The County also adopts a budget for major projects in its Capital Projects Fund. The Capital Projects Fund budget appropriation continues in force until the purpose for which it was adopted has been accomplished or abandoned. These budget periods may span several years and are not consistent with annual financial reporting; therefore, comparisons between the annual results of operation and budget in this fund are not relevant.

Carlton County prepares a budget for the General Revenue Fund, the Road and Bridge Special Revenue Fund, the Human Services Special Revenue Fund, the Forfeited Tax Special Revenue Fund, the Economic Development Fund, Debt Service Funds and Major Capital Project Funds. The County does not prepare a budget for Fiduciary Funds.

### **Budget Account Basis**

The County Auditor/Treasurer as the responsible authority for all financial accounting and reporting shall ensure that budgets are prepared on a basis consistent with generally accepted accounting principles.

Unspent budget dollars will not be carried forward into the new budget year unless legally restricted or specifically committed or assigned by the County Board

### **Budget Level for Legal Control**

Budget control is designated at the Departmental level. The use of budget dollars within a Department other than salaries and related benefits for personnel are at the discretion of the Department head, as long as reporting requirements are met for federal, state, or other funding sources used. Department heads may request additional personnel during the budgeting process, but County Board approval is required for the addition of new personnel.

### **Budget Adjustments**

As circumstances and priorities change during a calendar year, adjustments to the budget may become necessary. Once the budget has been adopted by the County Board, any amendments and adjustments shall be made to the Revised Budget, leaving the Original Adopted Budget in its original approved form. Department Heads will complete the Budget Amendment Request Form (Appendix A) to request adjustments to the department's budget and shall submit this form to the County Auditor/Treasurer's Office. The request shall include the accounts, dollar amounts, percent change, and a narrative explaining the proposed adjustments.

Adjustments that affect the net department budget, all salary budget adjustments, and budget adjustments greater than 25% of the original approved budget line-item shall be forwarded to the Finance Committee for review. The Finance Committee will bring the request to the County Board for consideration. The approved adjustments will only be made monthly to the Revised Budget after the County Board session. The adjustment requests from the Budget Amendment Request Forms that do not need Board approval will be made monthly

at the same time. A copy of the Budget Amendment Request Form will be saved in the County Auditor/Treasurer's Office budget file.

After the adjustments have been made to the budget, the Revised Budget will be included on the monthly reports sent to the department heads.

**Budget Monitoring**

The County Auditor/Treasurer, County Engineer, and Public Health and Human Services Director shall monitor the County Budget for their respective funds and provide quarterly reports to the County Board. County Department Heads and Supervisors are responsible for on-going monitoring of their respective budgets. Any anomalies should be reported to accounting staff immediately.

**Finance Committee**

The County Board shall establish a Finance Committee to meet at least monthly and as needed to assist in preparation of the annual County budget and to review budget adjustments and amendments.

**Budget Committee**

The Budget Committee shall be comprised of the entire Board and Finance Committee. They shall meet as necessary to develop and implement the annual budget.

Resolution No:

Carlton County Board adopted: August 28, 2017

Last Revision/Review:





## **Construction and Renovation Project Change Order Approval Policy and Procedures**

Adopted: June 9, 2020

Revised:

Reviewed: March 2025

### **Purpose**

Carlton County recognizes that during any construction or renovation project unanticipated conditions or extenuating circumstances may develop that may change the scope of work that may increase the contract price or adjust the amount of time required to complete the work. The purpose of this policy is to prescribe procedures for approving changes to design requirements or the scope of construction which cause an adjustment to the Contract Amount or Contract Time of a project while under construction.

### **Policy**

Facilities and projects under construction or renovation shall require a Change Order to change design requirements or scope of construction which require an adjustment of the Contract Amount or Contract Time.

Change Orders shall be requested:

1. For changes in project requirements initiated by Carlton County.
2. When essential design/work has been inadvertently omitted.
3. To correct errors in plans and specifications.
4. To correct design/work when concealed conditions in existing facilities are exposed and found to differ from construction documents or available information.
5. When unavoidable events or weather cause delays and the need for additional time for completion of work.

### **Approval of Change Orders**

1. When the individual change order is under \$50,000 and less than 25% of total project cost
  - Department Head or designee will submit the change order request with supporting documentation to County Auditor/Treasurer.
    - County Auditor/Treasurer may approve the change order request in writing with copy sent to Building Committee and County Board.
    - If approval is not given, the Department Head may submit an Item for Consideration (IFC) with the change order request and supporting documentation to the County Board.
2. When the individual change order is over \$50,000 or greater than 25% of total project cost:
  - If the request is not urgent
    - Department Head or designee will submit an IFC with the change order request and supporting documentation to the County Board.
  - If the request is urgent or immediately required to timely complete the project

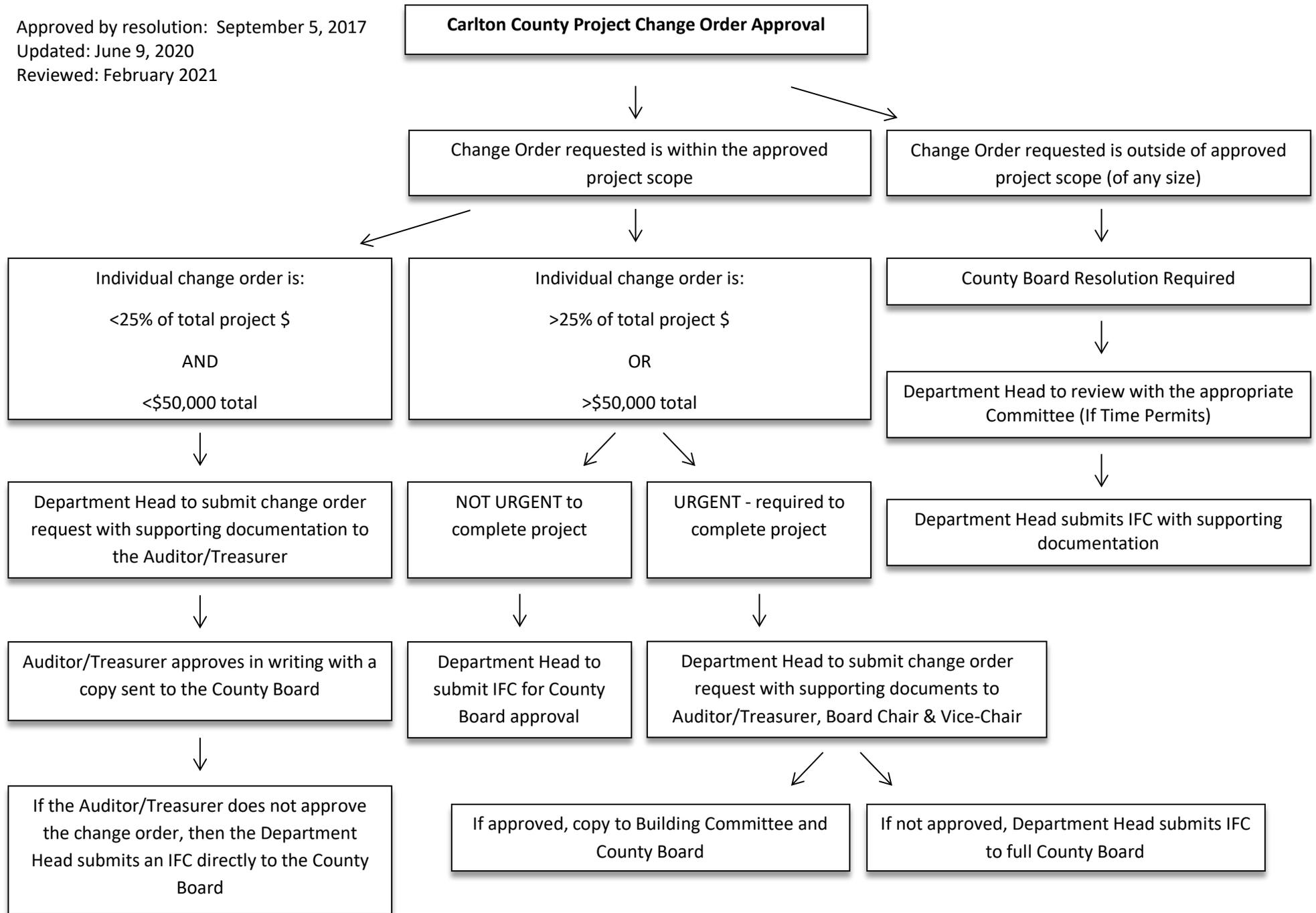
Adopted: June 9, 2020

- Department Head or designee will submit the change order request with supporting documentation to County Auditor/Treasurer, County Board Chairperson and Vice-Chairperson.
  - County Auditor/Treasurer, Board Chairperson and Vice-Chairperson may approve the request in writing with copy sent to the Building Committee and County Board.
  - If approval is not given, the Department Head may submit an IFC with the change order request and supporting documentation to the full County Board.
- 3. When the change order request is outside the approved project scope:
  - A County Board resolution authorizing the change order is required.
    - Department Head or designee will submit the change order request with supporting documentation to the appropriate committee if time permits.
      - If time does not permit, committee approval may be bypassed.
    - Department Head submits an IFC with the change order request and supporting documentation to the County Board.

Additionally:

1. County Board shall require revision of Contractor's Bond
2. The construction budget and contingency budget shall be adjusted following approval of change orders.
3. Change Orders shall be administered in accordance with procedures outlined in the bidding and contract documents.
4. The Architect or Contractor is responsible for the preparation of Change Orders.
5. Change Orders must be in written form and shall be prepared on an approved form.
6. All approved Change Orders will be submitted to the Board at scheduled meetings with the current status and balance of all project construction budgets and contingency budgets.

Approved by resolution: September 5, 2017  
 Updated: June 9, 2020  
 Reviewed: February 2021



\*\*Urgent is defined as real surprises, life/safety issues immediately impacting work environment: ask Auditor/Treasurer or seek Board approval if it appears to be necessary or prudent.



## **County Issued Credit Card Policy**

Adopted: May 12, 2015

Revised:

Reviewed: March 2025

### **Purpose**

Carlton County is committed to cost-effective and efficient procedures for the payment of necessary, appropriate and authorized purchases, including the use of county issued credit cards. County issued credit cards provide a convenient method of obtaining low-cost items, including travel and training costs and items purchased by telephone, online or in-store.

### **Policy**

It is the policy of Carlton County to provide county issued credit cards and allow credit card purchases in conformance with this policy and county procedures.

### **Scope**

Department heads and any employee authorized by the department head may be allowed a county issued credit card with the approval of the County Auditor/Treasurer.

The county issued credit card will only be used when:

- The items and/or services to be purchased are for the official use of Carlton County.
- The types of items and/or services to be purchased are those established by the department head and approved by the Auditor/Treasurer's office as having authorized governmental purposes.
- The cost of the proposed purchase does not exceed the small value purchase transaction limit established by the department head and approved by the Auditor/Treasurer's Office, or is authorized in advance.

In addition,

- Use of the county issued credit card will be as directed by the department head and the provisions of the county issued credit card procedure.
- No person other than the cardholder may use a county issued credit card, unless so directed by the cardholder. Any purchases made with a county issued credit card will be considered to have been made by the cardholder and will be the cardholder's responsibility.
- The cardholder will be responsible for the safekeeping of the county issued credit card and, if the card is lost, will report its loss immediately to the credit card company, their department head and the Auditor/Treasurer's Office.
- Disputed charges will be referred to the Auditor/Treasurer's Office.
- Use of the county issued credit card for personal purchases is not allowed. In the case of inadvertent use, the cardholder will reverse the charges or reimburse the county immediately.
- Use of the county issued credit card to purchase goods and services for other than the official use of Carlton County is fraudulent and is subject to disciplinary action as well as legal action to recover losses incurred by such use.
- The cardholder's personal credit will not be affected by any use of the county issued credit card.

## **PROCEDURE**

For the credit card process to operate efficiently, a timely response to each element of the procedure is required. Failure to do so will result in past due transactions appearing on the statements and cards being rejected because of limits being exceeded. Employee absences should be anticipated and arrangements put in place so that the process flow will not be delayed.

### **Receipt of county issued credit card**

1. The department head will determine purchasing authority and complete a Request & Agreement Form for each employee who is to receive a county issued credit card.
2. The Auditor/Treasurer's Office will review the Request & Agreement Form and initiate the process authorizing a county issued credit card.
3. The employee will sign the Request & Agreement Form agreeing to the conditions of use and acknowledging receipt of the county issued credit card policy and procedure.
4. New county issued credit cards will be ordered as needed.

### **Use of county issued credit card**

- The cardholder will follow county policy and procedure for all credit card purchases.
- Credit card charges follow the same rules as any other county expenditure. The expenditure must be a proper county expense, and it must have proper documentation. Cardholders must have ITEMIZED receipts and records for each purchase on their card, including in-store orders, telephone orders, electronic orders and mail orders.
- Cardholders will be responsible for the cost of any purchase that does not have an itemized receipt or is not for official county use.
- If a county issued credit card is used improperly, or the procedure is not followed, the employee will no longer be allowed a county issued credit card.

### **Payment of county issued credit card charges**

1. The department head will ensure that sufficient funds are available to pay for every purchase.
2. The Auditor/Treasurer will ensure payment of monthly charges resulting from use of county issued credit cards.
3. Cardholders will receive a statement on a monthly basis. Within five days of receiving the statement the cardholder shall:
  - Verify the charges on the statement are accurate.
  - Attach an ITEMIZED receipt to the statement for each transaction listed (purchase, refund, correction, etc.).
  - Indicate on the receipt a description of the expense AND the department and budget line to be charged. (In some departments, the department head or supervisor may prefer to do this.)
  - For travel, training, meals, lodging or similar expenses, include the following information for ALL related expenditures:
    - who and/or what the expenditure is for ("meals", "travel")
    - why you are being reimbursed ("MACO Conference", "K-9 training")
    - when the expenditures occurred
    - where the expenditures occurred
    - for out-of-state travel, include board approval date
  - Sign and date the statement.
  - Take the statement and itemized receipts to the person who normally signs off on your payment vouchers for their approval.
  - This process MUST be completed within five days of receiving the statement. If you will be out of the office during this time, please contact the Auditor/Treasurer's office.

4. Department heads/supervisors within three days of receiving the cardholder's statement shall:
  - Add and/or correct the coding and descriptions on the ITEMIZED receipts you received from the cardholder, just as you would a voucher.
  - Add your signature, title and date to the statement.
  - Send statement and itemized receipts to the Auditor/Treasurer's office or Human Services.

# Carlton County

## Credit Card Request & Agreement Form

Effective Date:  
Revised Date:  
Version: 1.0

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Requested credit card limit: \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

### Cardholder's Agreement

I understand that the use of county issued credit cards is subject to the County Issued Credit Card Policy. I have received copies of those documents and will abide by them. I understand that failure to follow policy and procedure may result in the revocation of my use privileges, and/or in either my purchases being reported as income to me or my purchases be considered personal, therefore requiring me to reimburse Carlton County.

I will use the county issued credit card as directed by my department head under the provisions of the County Issued Credit Card Policy. I am aware of my county issued credit card limits and will abide by those limits.

I understand that county issued credit cards may be used only for official county purchases and that use for personal purchases is not allowed. I understand that use of the county issued credit card for any reason other than official county purposes is fraudulent and in such case I am subject to disciplinary action, as well as to legal action to recover losses.

I agree that if I should violate the terms of the county issued credit card policy and procedure and use the county issued credit card for personal use or gain that I will reimburse Carlton County for all incurred charges and any fees related to the collection of those charges.

I will not permit another person to use my county issued credit card, unless under my direction. Any such purchase made with my card will be considered to have been made by me and will be my responsibility.

I will be responsible for the safekeeping of the county issued credit card and, if lost, will report its loss immediately to the credit card company, my department head and the auditor/treasurer's office.

I understand that in the event of termination of my employment with Carlton County, I must immediately return the county issued credit card to my department head.

I understand that my personal credit will not be affected by any use of the county issued credit card.

**I have read, understand, and agree to the conditions above:**

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Cardholder's Name (Please Print)

**\*\* Return this completed form to the County Auditor/Treasurer's Office \*\***



## **Credit Card and Electronic Payment Acceptance Policy**

Adopted: May 8, 2018

Revised:

Reviewed: February 2020

This policy is designed to allow acceptance of credit cards and other electronic payment forms for property taxes and county charges and fees.

MN Statutes 276.02 enables the county board by resolution to authorize the county treasurer and/or other designees to accept payments of real property taxes by credit card, provided that a fee is charged for its use. Further, MN Statutes 471.38 – 471.382 expand the acceptance of payments of taxes and other fees by credit cards and other electronic methods.

The following guidelines are established to administer the acceptance of electronic payments.

1. The Carlton County Board hereby authorizes the acceptance of payment of real property taxes and other charges and fees for the amounts due Carlton County by credit card and other electronic methods as they become practical to implement.
2. The Carlton County Board authorizes the Auditor/Treasurer to enter into agreement with third party vendors as appropriate to implement electronic payment systems. All contracts are subject to review by the County Attorney's office, and approval of the County Board, dependent on budget authority.
3. All county departments accepting electronic payments shall coordinate and centralize the applicable system and processes through the Auditor/Treasurer in order to maintain appropriate internal controls for all receipts and disbursements of the county. Third party vendor reporting must provide sufficient detail to enable efficient and accurate posting processes.
4. The County or third party vendor may impose a convenience fee to each transaction. The transaction fee will be paid by the customer in addition to the tax, fee, charge or cost being charged. The convenience fee must be commensurate with the costs assessed by the card issuer or third party vendor. The convenience fee must be disclosed to the customer before the transaction is processed.
5. The same standards and principles used to determine timely payment for manual payment methods shall apply to payments made by electronic methods. For real property taxes, an electronic payment with a processing date on or before the due date shall be considered timely.
6. Credit card, charge card, debit card, or other methods of electronic funds transfer account numbers are nonpublic data not on individuals as defined in MN Statutes 13.02, sub. 9, or private data on individuals as defined in MN Statutes 13.02, sub. 12.
7. If a transaction involving the use of an electronic payment method is subsequently voided or reversed, the Auditor/Treasurer may impose a fee using the same standards and principles as used for manual payments where a dishonored transaction occurs. Any obligation for which the electronic transfer was to satisfy, shall be reinstated as if the transaction had not occurred.



## *Carlton County, Minnesota*

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**CARLTON COUNTY**  
**DATA PRACTICES POLICY**  
**2026 (County Board approved 2/10/26)**

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## **CARLTON COUNTY – DATA PRACTICES POLICY**

The Minnesota Government Data Practices Act (“Data Practices Act”) requires Carlton County (“the County”) to have a document describing Private and Confidential Data on Individuals maintained by the County. This policy includes County Data Not on Individuals as well as data that identifies Individuals. Data on Individuals is categorized as Public, Confidential or Private. This policy describes who has access to Confidential or Private data and identifies in Appendix I. the County data that fits into those categories, (to the extent an appropriate classification can be determined in advance of an actual document request). Appendix II includes the forms the County uses to collect data from individuals. This County policy also specifies procedures for handling requests for copies of data from the County, including who has access to the data, how quickly the County must respond, and the charges for providing copies of data.

### **I. CATEGORIES OF COUNTY DATA**

The Data Practices Act classifies all information that the County collects, creates, receives, maintains or disseminates into several categories: Data on Individuals (including Public, Private and Confidential Data) and Data Not on Individuals (including Public, Nonpublic and Protected Nonpublic Data). The following describes the data in each category.

#### **A. Data on Individuals**

Data on Individuals is defined as all government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data, and the data is not accessed by the name or other identifying data of any individual. This data is divided into three categories: Public Data on Individuals, Private Data on Individuals and Confidential Data on Individuals.

##### **1. Public Data on Individuals**

Public Data on Individuals is accessible to the public unless there is a specific federal law, state statute or temporary classification that makes the data not public.

##### **2. Private Data on Individuals**

Private Data on Individuals is not accessible to the public, according to state statute or federal law, but is accessible to the individual subject of the data. Appendix I, A. lists Private Data on Individuals maintained by the County. This data shall only be given to:

- a. The subject of the data or a minor’s parent/guardian, as limited by any applicable state statute or federal law.
- b. Persons or entities given written consent from the data subject.
- c. County employees or agents whose work assignments reasonably require access.

- d. Other persons or entities authorized by law.

3. Confidential Data on Individuals

Confidential Data on Individuals is not accessible to the public or to the individual who is the subject of the data, according to state statute or federal law. Appendix I, A. lists the County's Confidential Data on Individuals. This data shall only be given to:

- a. County employees or agents whose work assignments reasonably require access.
- b. Other persons or entities authorized by law.

B. Data Not on Individuals

Data Not on Individuals is all government data that is not Data on Individuals. This data is divided into three categories: Public Data Not on Individuals, Nonpublic Data Not on Individuals and Protected Nonpublic Data Not on Individuals.

1. Public Data Not on Individuals

Public Data Not on Individuals is accessible to the public. This data would include all government data that is not Data on Individuals that is collected, created, received, maintained or disseminated by the County unless classified by statute, temporary classification or federal law as Nonpublic or Protected Nonpublic.

2. Nonpublic Data Not on Individuals

Nonpublic Data Not on Individuals is data that is not accessible to the public but is available to the subject of the data, if any, and to:

- a. Persons given written consent from the data subject.
- b. County employees or agents whose work assignments reasonably require access.
- c. Other persons or entities authorized by law.

Examples of Nonpublic Data Not on Individuals include security information, trade secrets, certain labor relations information, and sealed bids, including the number of bids received prior to opening.

3. Protected Nonpublic Data Not on Individuals

Protected Nonpublic Data Not on Individuals is data that is not available to the public or to the subject of the data, if any. This data is only available to:

- a. Persons given written consent from the data subject.

- b. County employees or agents whose work assignments reasonably require access.
- c. Other persons or entities authorized by law.

Examples of Protected Nonpublic Data Not on Individuals include the estimated or appraised value of individual parcels of real property made by the County until certain events occur and information from an active investigation related to a civil lawsuit.

C. Data Collected by Private Persons for the County

Each new County contract with a private person or entity to perform any of the County's functions shall make it clear that: 1) all of the data created, collected, received, stored, used, maintained, or disseminated by the private person in performing those functions is subject to the requirements of this policy; and 2) the private person must comply with those requirements as if it were a government entity. The private person does not, however, have a duty to provide the public access to public data if that data is available from the County, unless otherwise required to do so in their contract.

II. WHO HAS ACCESS TO COUNTY DATA?

A. The Public

Public Data on Individuals and Public Data Not on Individuals is available to anyone upon request. Data that is classified in another category (see Section I) is only available to the specific persons listed for that category.

B. Governmental Entities

Public data necessary for the administration of programs may be given to another state agency or unit of government. Any other data may only be given to another unit of government if authorized by federal or state law. There is no charge for public information provided in the usual course of business. However, governmental entities will be charged according to Section VII. of this policy for all other requests.

1. Data classified as Not Public (which includes Confidential, Private, Nonpublic and Protected Nonpublic Data), may be provided to the legislative auditor for inspection.
2. Private or Confidential Data on employees may be provided to a law enforcement agency for the purpose of reporting a crime or assisting in a criminal investigation where an employee allegedly committed the crime.

C. Identification or Justification

Unless specifically authorized by statute, the County may not require a person to identify himself or herself, state a reason for, or justify a request to gain access to public data. A person may be asked to provide certain identifying and clarifying information for the sole purpose of facilitating access to such data.

### III. WHAT OTHER RIGHTS DO INDIVIDUALS HAVE?

#### A. Data given to Individuals

Upon request to the responsible authority or designee, individuals shall be informed:

1. If the individual is the subject of data stored by the County.
2. If the data is classified as Public, Private or Confidential.

#### B. Explanation of Data

Upon request, an individual who is the subject of Public or Private Data on Individuals shall receive an explanation of the content and meaning of that data, subject to the limitation set forth in Minn. Stat. § 13.04, subd. 3.

#### C. Summary Data

The County must prepare summary data based on Private or Confidential data for any person who requests it in writing if the person requesting the data pays the costs for the County to prepare it. Summary Data is defined as statistics or reports derived from Data on Individuals in which particular individuals cannot be identified. The Summary Data is then public. The County does not have to prepare Summary Data of public information. Upon receiving a request for Summary Data, the County shall:

1. provide it as soon as reasonably possible; or
2. provide the requesting party with a written schedule of when the data will be provided that explains the reasons for the delays; or
3. deny the request in a written statement, explaining why providing the data would jeopardize the protection of Private or Confidential data.

#### D. Accuracy or Completeness

An individual subject of data may contest the accuracy or completeness of Public or Private Data about themselves. To do so, an individual must notify the County's Responsible Authority in writing and describe the nature of the disagreement. The Responsible Authority shall, within 30 days, either: 1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or 2) notify the individual that the County believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data. The determination of the Responsible Authority may be appealed pursuant to the Data Practices Act.

In the event of an appeal the Responsible Authority, pursuant to Minn. Stat. § 13.04, subd. 4(f) may submit private data to the commissioner to respond to a data subject's appeal of the determination that data are accurate and complete.

E. Information Requested from Individuals (Tennessee Warning)

An individual asked to supply Private or Confidential Data concerning himself or herself shall be informed of: a) the purpose and intended use of the requested data within the County; b) whether the individual may refuse or is legally required to supply the requested data; c) any known consequence arising from supplying or refusing to supply Private or Confidential Data; and d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to the Data Practices Act, to a law enforcement officer.

IV. WHAT DATA MUST BE PROVIDED?

A. General Rule

All government data collected, created, received, maintained or disseminated by the County shall be treated as public data under the Data Practices Act unless classified otherwise by state or federal law or temporary classification. The County does not have to put public data into a form in which it does not already exist.

B. Electronic Form

If the County maintains Public Data in a computer storage medium, a copy of any public data contained in that medium shall be provided to any person making a data request, in electronic form, if the County can reasonably make the copy or have the copy made. The County is not required to provide the data in an electronic format or program that is different from the format or program in which the County maintains the data. The actual cost of providing this copy may be charged.

C. Contractor Data

If the County contracts with a private party to perform any of its government functions, all data the private party collects, receives, stores, uses, maintains, or disseminates in performance of said contract is public data, unless classified as nonpublic, private, or confidential data by statute. The contractor shall provide public access of such data in accordance with the Data Practices Act, unless the County is also in possession of such data. All contracts with a private party to perform a government function shall inform the contractor of the duty to comply with the Data Practices Act and the penalties of noncompliance.

V. WHEN MUST COPIES OF DATA BE PROVIDED?

A. Public Data

Copies of public data must be provided to the requesting party **at the time of the request or as soon as reasonably possible.**

B. Private or Public Data Requested by the Individual Subject

Copies of Public or Private Data on Individuals must be provided to the individual subject of that data at the time of the request if possible or **within 10 days** of the date of the request, excluding Saturdays, Sundays and legal holidays.

C. Suspension of Response

Pursuant to Minn. Stat. § 13.03 subd. 3(g), If a responsible authority has notified the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the responsible authority may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

**VI. PROCEDURES FOR PROVIDING DATA**

- A. Determine if the County has the data being requested.
- B. Determine if the person making the request has the right to the information:
  - 1. Yes, if it is Public. (Refer to Section II. of this policy.)
  - 2. If it is Not Public, only give to the person entitled to have access according to Sections I. and II.
  - 3. If it is Not Public and the person requesting the data is not entitled to have access to the data, inform the person of that determination and cite the specific law on which that determination is based.
  - 4. Direct any questions to the County's Responsible Authority, the County's Data Practices Compliance Official, or the designees listed in Section VIII.
- C. Require that the request be made in writing if:
  - 1. The request is for Private, Confidential, Nonpublic or Protected Nonpublic data;
  - 2. The request is a large request for public data; or
  - 3. It is your department's policy to require written requests for public data.

The Responsible Authority or designee shall maintain a form for submission of written requests for County Data.

- D. Respond in a timely manner as defined in Section V. Inform the person making the request that their request was received and indicate approximately how long it will take to provide the data.
- E. Allow the person to inspect any available public data to which they have access. Inspection includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include the County printing copies, unless printing a copy is the only method to provide for inspection of the data. In the case of

data stored in electronic form and made available by the County in electronic form on a remote access basis to the public, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. The Data Practices Act does not prohibit the County from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A fee may be charged for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

When providing data for inspection, the Responsible Authority or designee shall take adequate measures to maintain the integrity of the data to prevent destruction, loss, or theft of data.

- F. Charge for the copies according to Section VII.
- G. If a request for data contains a request for data that were created or are maintained by another County department, the Responsible Authority or designee shall ensure that the Responsible Authority or designee in that department is aware of that request before any data is provided.
- H. Suspension of Response – If, after notifying the requesting person that responsive data or copies are available for inspection or collection, 5 business days pass and the requesting person does not inspect the data or collect the copies, the responsible authority may suspend further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced
- I. Abandoned Requests – When a request for data has been processed and fulfilled by the County, the County will immediately notify the requesting party whether any responsive data is available. Should the requesting party fail to collect or inspect the responsive data within 30 days of such notification, the County may consider the request abandoned. The County may further consider a request abandoned if the requestor otherwise becomes unresponsive or fails to respond to County correspondence for a period of 30 days or more.

## **VII. CHARGES FOR PROVIDING COPIES OF DATA**

### **A. 100 or Fewer Pages**

When 100 or fewer pages of black and white, letter or legal size paper copies are requested, and the requestor is not the data subject, the County charges \$.25 per page for black and white copies of data, \$.50 for a two-sided copy, and \$1.00 per page for color copies. When 100 or fewer pages are requested, the County charges only a per-page fee.

### **B. When the Requestor is the Data Subject**

When the requestor is the data subject, the County does not charge for labor costs for searching for and retrieving the data or for time spent separating public and private data. Excluding the cost of searching and retrieving the data, the County will charge the actual cost of providing copies of this data. The actual cost may include the following, where applicable: (a) \$.10 per page for copying, (b) the cost to convert the data from

computerized or microfilm form, (c) the cost of preparing summary data from Private and Confidential information, and (d) postage.

C. All Other Circumstances

In all other circumstances, including requests to provide data via electronic media, the internet, or via facsimile, the County may charge the actual cost of providing the data. The actual cost may include the cost of (a) the paper, (b) the labor cost (County staff hourly rate of salary plus benefits) to search for and retrieve the data and make, certify, compile and electronically transmit the data or the copies but not the cost of separating public from not public data, (c) the costs to convert the data from computerized or microfilm form, (d) the cost of preparing summary data from Private and Confidential information, and (e) postage. The Responsible Authority shall have discretion to determine what the actual costs to the County are.

If County consultant time is spent to locate and gather the requested data, the actual cost billed to the County may be charged. The actual cost may include the cost of (a) the paper, (b) the labor (Consultant hourly rate billed to the County) to search for and retrieve the data and make, certify, and electronically transmit the data or the copies but not the cost of separating public from not public data, (c) the costs to convert the data from computerized or microfilm form, (d) the cost of preparing summary data from Private and Confidential information, and (e) postage.

D. Commercial Value

If a request involves a copy (or copies) of public data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, data base, or system that was developed with a significant expenditure of funds by the County, the County may charge a reasonable fee for the data in addition to the copy costs. Such fee must be clearly demonstrated to relate to the actual development costs of the data. Upon request, the County should provide sufficient documentation to explain and justify this fee.

E. Free of Charge

1. Inspection of public data by individuals who have access to data. "Inspection" is defined in Section VI.E.
2. Public data given to another government agency or responsible authority in the usual course of business.
3. Reports, books, brochures or other information provided for free distribution to the public and copies of this policy. A charge may be assessed if an individual request exceeds normal distribution.

F. Procedures for Charging Data Request

1. Payment should be in the form of a check or cash and collected prior to the release of the copies.

2. Checks should be made payable to Carlton County and should be forwarded to the County Treasurer, unless specifically requested otherwise.
3. The following information must be given to the County Treasurer: the date, the name of the County employee, County department, the number of copies provided, and the total fee.
4. Where appropriate, the Responsible Authority may estimate the total cost of compliance with the Data request. The Responsible Authority may require partial payment of 50% of the estimated total cost before processing the request.

## VIII. SECURITY OF DATA

### A. Breach of Security of Data

1. **“Breach of Security of Data” means unauthorized acquisition of data maintained by the County that compromises the security and classification of the data. Good faith acquisition of or access to government data by an employee, contractor, or agent of a government entity for the purposes of the entity is not a breach of security of the data, if the government data is not provided to or viewable by an unauthorized person or accessed for a purpose not described in the procedures required by Minn. Stat. § 13.05, subd 5.**
2. **“Unauthorized Acquisition” means that a person has obtained, accessed, or viewed government data without the informed consent of the individuals who are the subjects of the data or statutory authority and with the intent to use the data for nongovernmental purposes.**

3. **“Unauthorized Person” means any person who accesses government data without a work assignment that reasonably requires access, or regardless of the person’s work assignment, for a purpose not described in the procedures required in Minn. Stat. § 13.05, subd 5.**

**B. Notice to Individuals and Investigation**

1. **The Responsible Authority shall investigate all breaches of the security of data following discovery or notification of the breach in accordance with County policy and/or collective bargaining unit agreements on investigations.**
2. **The Responsible Authority shall provide written notification, by first class mail, to any individual who is the subject of the data and whose private or confidential data was, or is reasonably believed to have been acquired by an unauthorized person.**
3. **In compliance with the above provisions, the Responsible Authority shall prepare a report of the facts and results of the investigation upon completion of investigation and final disposition of any disciplinary action, including the exhaustion of all rights of appeal under any applicable collective bargaining agreement. If the breach involves unauthorized access to or acquisition of data by an employee, contractor, or agent of the County, the report must at minimum include:**
  - a. **A description of the type of data that were accessed or acquired;**
  - b. **The number of individuals whose data was improperly accessed or acquired,**
  - c. **If there has been final disposition of disciplinary action for purposes of Minn. Stat. § 13.43, the name of each employee determined to be responsible for the unauthorized access or acquisition, and**
  - d. **The final disposition of any disciplinary action taken against each employee in response.**

4. The notification required by this section may be delayed if law enforcement determines that notification will impede an active criminal investigation.

C. **Penalties**

State law provides that anyone who willfully violates Minn. Stat. § 13, or whose conduct constitutes the knowing acquisition of not public data is guilty of a misdemeanor. A decision to refer a violation for criminal prosecution shall not preclude the County from appropriate disciplinary action per the County personal policy or the appropriate collective bargaining agreement.

IX. **RESPONSIBLE AUTHORITIES AND DESIGNEES**

A. **Responsible Authority and Data Practices Compliance Official**

The County's Responsible Authority to establish procedures and administer data requests related to the Minnesota Government Data Practices Act is the elected official in the offices of those departments in which an elected official is the department head, or those who are designated as such specifically by Minnesota Statute. The Responsible Authorities are listed in Appendix III, which may be updated at the discretion of the County Administrator based on personnel changes.

County Attorney

County Sheriff

Veteran's Services Officer

For all other county departments, the responsible authority is the County Administrator.

B. **Designees**

The County Administrator has identified designees for all County departments, which are listed in Appendix IV. Appendix IV may be updated at the discretion of the County Administrator based on personnel changes.

C. **Access Procedures**

A short summary of the procedures to follow to inspect or get copies of data is available upon request.

X. **POLICY UPDATES.**

A. The Responsible Authority shall update this policy no later than August 1 of each year, in accordance with Minnesota Statutes, Chapter 13, Section 13.025, subdivision 2.

B. If the statute is amended or the policy and the statute conflict please follow the statute and contact the Data Practices Compliance Official about necessary changes to this policy.

**APPENDIX I. CLASSIFICATIONS OF AND INVENTORY OF DATA**

**A. PERSONNEL DATA**

<b><u>Topic</u></b>	<b><u>Description</u></b>	<b><u>Classification</u></b>	<b><u>Statute</u></b>
<b>Complainants</b>	A person making a complaint has access to a statement given by them in connection with a complaint or charge against an employee.	Available to complainant	13.43, subd. 2(d)
<b>Labor Organization</b>	<p>Personnel data may be given to labor organizations upon request from an exclusive representative under the authority of 13.43, subd. 6 if necessary:</p> <ul style="list-style-type: none"> <li>(a) To conduct elections</li> <li>(b) To notify employees of fair share fee assessments</li> <li>(c) To implement Public Employment Labor Relation Act</li> </ul> <p>Personnel data shall be given to labor organizations, to the Public Employment Relations Board and to the Bureau of Mediation Services to the extent the dissemination is ordered or authorized by the commissioner of the Bureau of Mediation Services.</p>	May be available to labor organizations, the Public Employment Relations Board, or Bureau of Mediation Services	13.43, subd. 6
<b>Names of Finalists</b>	Names of finalists shall be Private data except when certified as eligible for appointment to a vacancy or when they are considered a finalist selected to be interviewed by the County.	Private	13.43, subd. 3

<p><b>Private Data on Employees</b></p>	<p>Except as listed in 13.43, subd. 2, all personnel data is Private and can only be released with informed consent or court order. All other information that the County collects with respect to employees is Private. This information includes but is not limited to:</p> <ul style="list-style-type: none"> <li>(a) Employees' home addresses and telephone numbers, including city and county of residence</li> <li>(b) Social security numbers</li> <li>(c) Insurance status</li> <li>(d) Medical records when part of personnel data</li> <li>(e) Physical limitations</li> <li>(f) Psychological evaluations</li> <li>(g) Sick leave forms containing doctor's reports</li> <li>(h) Marital status</li> <li>(i) Racial and ethnic data</li> <li>(j) References</li> <li>(k) Reference check data as it appears on the employment application</li> <li>(l) Oral interviewer file prior to an applicant's oral exam</li> <li>(m) Exit interview responses</li> <li>(n) Opinion questionnaire responses by potential employees</li> <li>(o) Names of job applicants until certified as eligible for appointment to vacancy</li> <li>(p) College transcripts, except for name of institution, degree granted and date</li> <li>(q) Data collected for disciplinary proceedings prior to final disposition</li> <li>(r) Adult criminal history data</li> <li>(s) Data pertaining to employee's dependents</li> <li>(t) Identity of employee who named fellow employee in an organized self-evaluation suggestion</li> </ul>	<p>Private</p>	<p>13.43, subd. 4</p>
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<p><b>Public Data on Employees</b></p>	<p>The following information on current and former employees, volunteers and independent contractors is public</p> <ul style="list-style-type: none"> <li>(a) Name</li> <li>(b) Employee identification number (which must not be the employee's social security number)</li> <li>(c) Actual gross salary and salary range</li> <li>(d) Contract fees</li> <li>(e) Actual gross pension</li> <li>(f) Value and nature of employer-paid fringe benefits</li> <li>(g) Basis for and amount of any added remuneration, including expense reimbursement, in addition to salary reimbursement</li> <li>(h) Job title and bargaining unit</li> <li>(i) Job description</li> <li>(j) Education and training background</li> <li>(k) Previous work experience</li> <li>(l) Date of first and last employment</li> <li>(m) Existence and status of any complaints or charges against employee, regardless of whether disciplinary action resulted</li> <li>(n) Final disposition of disciplinary action</li> <li>(o) Specific reasons for final disposition of disciplinary action and data documenting the basis for the action (excluding data that would identify confidential sources who are employees of the County)</li> <li>(p) Terms of any agreement settling a dispute arising out of the employment relationship and reasons for agreement if it involves payment over \$10,000</li> <li>(q) Work location, including email address</li> <li>(r) Work telephone number</li> <li>(s) Badge number</li> <li>(t) Honors and awards received</li> <li>(u) Payroll time sheets or other data used to account for the</li> </ul>	<p>Public</p>	<p>13.43, subd. 2(a)</p>
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	employee's work time for payroll purposes (except data that would reveal the reasons for the use of sick or other medical leave or other not public data.)		
<b>Public Data on Job Applicants</b>	The following is public information on current and former applicants for employment.  (a) Veteran status (b) Relevant test scores (c) Rank on eligible list (d) Job history (e) Education and training (f) Work availability	Public	13.43, subd. 3
<b>Undercover Police Officers</b>	The information listed above as public data on employees is Private concerning undercover police officers at least as long as they remain in that assignment.	Private as long as they remain in that assignment.	13.43, subd. 5

**B. LABOR RELATIONS DATA**

<u>Topic</u>	<u>Description</u>	<u>Classification</u>	<u>Statute</u>
<b>Disclosure of Identity of Employee Reporting Violation of Law</b>	Identity of employee who reports a violation or suspected violation of law.	Private (unless disclosure of identity is required for prosecution, in which case employee identity may be disclosed but the employee shall be informed prior to the disclosure.	181.932, subd. 2
<b>Employee Drug and Alcohol Testing Results</b>	Test result reports and any other information acquired in employee drug and alcohol tests.	Private	181.954, subd 2
<b>Labor Relations Information</b>	Labor relations information relating to a specific labor organization.	Protected Nonpublic	13.37, subd. 2 & 13.02, subd. 13
<b>Labor Relations Information</b>	Management position on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position.	Private/ Nonpublic	13.37, subd. 2

<b>Positive Drug and Alcohol Test Results</b>	Positive test results may be (1) used in an arbitration proceeding pursuant to a collective bargaining agreement; (2) disclosed to a federal agency according to federal law or federal contract, or (3) disclosed to a substance abuse treatment facility.	Private	181.954, subd. 3
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**C. COUNTY ATTORNEY’S DATA**

<u>Topic</u>	<u>Description</u>	<u>Classification</u>	<u>Statute</u>
<b>Civil Legal Action Data</b>	Data collected as part of an active investigation for purposes of commencing or defending a pending civil legal action, or which are retained in anticipation of a pending civil legal action.	Confidential/ Protected Nonpublic	13.39, subd. 2
<b>County Attorney’s Information</b>	Information that is attorney work-product or covered by the attorney-client privilege, or otherwise protected from disclosure through 13.393.	Confidential/ Protected Nonpublic	13.393
<b>Pleadings</b>	Pleadings, as defined by court rule, served by or on a government entity.	Public (to the same extent that data would be public if filed with court)	13.03, subd. 12

**D. INTERNAL AUDIT DATA**

<u>Topic</u>	<u>Description</u>	<u>Classification</u>	<u>Statute</u>
<b>Internal Audit Information</b>	Data, notes and preliminary drafts of reports created, collected and maintained by the internal auditors or persons performing audits on behalf of the County.	Confidential/ Protected Nonpublic (Becomes Public when final report has been published or the audit or investigation is no longer being pursued actively)	13.392, subd. 1
<b>Internal Audit Information</b>	Data on an individual supplying information for an audit or investigation that could reasonably be used to determine the individual’s identity.  Data, notes, and preliminary drafts of reports created, collected, and	Private Data on individuals (if the information supplied was needed for an audit or investigation and would not have been provided to the internal audit office or	13.392, subd. 2 13.392, subd. 1

	<p>maintained by the internal audit offices of government entities, or persons performing audits for government entities, and relating to an audit or investigation</p>	<p>person performing audits without an assurance to the individual that the individual's identity would remain private.) Confidential data on individuals or protected nonpublic data until the final report has been published or the audit or investigation is no longer being pursued actively, except that the data shall be disclosed as required to comply with section 6.67 or 609.456.</p>	
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**E. PROPERTY DATA**

<b><u>Topic</u></b>	<b><u>Description</u></b>	<b><u>Classification</u></b>	<b><u>Statute</u></b>
<p><b>Appraisals</b></p>	<p>Estimated or appraised values of individual parcels of real property made by County personnel or independent appraisers on the County's behalf for purpose of selling or acquiring land through purchase or condemnation.</p>	<p>Confidential/ Protected Nonpublic (becomes public when (1) the negotiating parties exchange appraisals; (2) the data are submitted to a court appointed condemnation commissioner; (3) the data are presented in court in condemnation proceedings; (4) the negotiating parties enter into an agreement for the purchase and sale of the property; or (5) the data are submitted to the owner under § 117.036.)</p>	<p>13.44, subd. 3</p>

<b>Building Code Violations</b>	Code violation records are public except as provided under §13.39, subd. 2; §13.44 and §13.82, subd. 5	Public	13.44 subd. 2
<b>Income Property Assessment Data</b>	Data collected by political subdivisions from individuals or business entities concerning income properties: (a) detailed income and expense figures; (b) average vacancy factors; (c) verified net rentable areas or net usable areas, whichever is appropriate; (d) anticipated income and expenses; (e) projected vacancy factors; and (f) lease information.	Private/Nonpublic	13.51, subd. 2
<b>Property Complaint Data</b>	Identities of individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.	Confidential	13.44, subd. 1
<b>Certain Benefit Data</b>	All other benefit data, other than the names and addresses and the amount or value of benefits received. "Benefit data" is data on individuals collected or created because an individual was an applicant or recipient of benefits under a housing rehabilitation program administered by the County.	Private (Names, addresses and amount of value received is public)	13.462

**F. PUBLIC BIDDING AND CONTRACT DATA**

<u>Topic</u>	<u>Description</u>	<u>Classification</u>	<u>Statute</u>
<b>Bid Data</b>	Data submitted by a business in response to a request for bids.	Private/ Nonpublic (Name of the bidder and dollar amount specified in the response become public when opened. The remaining data, with the exception of trade secret data, becomes public upon completion of the selection process.)	13.591, subd. 3(a)
<b>Evaluation Data</b>	Data created or maintained by the County as part of the process of evaluating bids or responses to RFP or RFQ.	Nonpublic (becomes Public upon completion of selection or evaluation process,	13.591, subd. 4

		with exception of trade secret data.) <u>Data may be shared between employees of different government entities.</u>	
<b>Federal Contracts</b>	All data collected or maintained by the County, to the extent a federal agency requires the County to treat data as not public as a condition of the contract between the County and the federal agency.	Private/ Nonpublic	13.35
<b>Request for Proposal Data (&amp; RFQ)</b>	Data submitted by a business in response to a request for proposal.	Private/ Nonpublic (names of responders become public when responses are opened; other data becomes public upon completion of evaluation process.) Completion of the evaluation process means that the contract has been negotiated with the selected vendor.	13.591, subd. 3(b)
<b>Sealed Bids</b>	Sealed bids including the number of bids received prior to the bid opening.	Private/ Nonpublic	13.37, subd. 2

**G. FAMILY, WELFARE, AND BENEFIT DATA**

<b>Topic</b>	<b>Description</b>	<b>Classification</b>	<b>Statute</b>
<b>Welfare Data</b>	Data collected, maintained, used, or disseminated by the welfare system	Private Data on Individuals, not to be disclosed except in accordance with 13.46, subd. 2	13.46, subd. 2
<b>Investigative Data</b>	Data on persons, including data on vendors of services, licensees, and applicants that is collected, maintained, used, or disseminated by the welfare system in an investigation, authorized by statute, and relating to the enforcement of rules or law	Confidential Data on Individuals and/or protected nonpublic data not on individuals	13.46, subd 3
<b>Medical and Mental Health Data</b>	Data relating to the medical, psychiatric, or mental health of any individual, including diagnosis,	Private Data on Individuals, available to subject of data unless provider requests it be	13.46, subd. 5, subd. 7

	progress charts, treatment received, case histories, and opinions of health care providers, that are maintained, used, or disseminated by any agency to the welfare system	withheld pursuant to 144.291 to 144.298	
<b>Benefit Data</b>	Data on individuals collected or created because an individual seeks information about becoming, is, or was an applicant for or a recipient of benefits or services provided under various housing, home ownership, rehabilitation and community action agency, Head Start, and food assistance programs administered by government entities. Benefit data does not include welfare data which shall be administered in accordance with section <u>13.46</u> .	Names and addresses of applicants for and recipients of benefits, aid, or assistance through programs administered by a government entity that are intended to assist with the purchase, rehabilitation, or other purposes related to housing or other real property are classified as public data on individuals. All other data is private data on individuals	13.462, subd. 2 and 3
<b>Foster Care Data</b>	Names of persons interviewed; foster care placement plans obtained from other public and private agencies; and all information gathered during interviews with study participants.	Confidential Data	13.467, subd. 1

**H. TAXATION AND ASSESSMENT DATA**

<u>Topic</u>	<u>Description</u>	<u>Classification</u>	<u>Statute</u>
<b>Certificate of Value</b>	Property Tax Certificates of Value filed with the County Auditor	Names of grantors and grantees are public. Identification Numbers of grantors and grantees are private data on individuals or nonpublic data not on individuals,	272.115, subd. 1
	Data collected by political subdivisions concerning income properties: (a)	Private/Nonpublic	13.51, subd. 2

<b>Income Property Assessment Data</b>	detailed income and expense figures; (b) average vacancy factors; (c) verified net rentable areas or net usable areas, whichever is appropriate; (d) anticipated income and expenses; projected vacancy factors; and (f) lease information.		
<b>Homestead Tax Applications</b>	Data collected for determining eligibility for a homestead or other classification or benefit	Social security numbers, individual taxpayer identification numbers, copies of state or federal tax returns, and state or federal tax return information is private and/or nonpublic; all other data is public	273.1245

**I. ELECTED AND APPOINTED OFFICIAL DATA**

<b><u>Topic</u></b>	<b><u>Description</u></b>	<b><u>Classification</u></b>	<b><u>Statute</u></b>
<b>Financial Disclosure Statements</b>	Statements filed by elected and appointed officials that are filed with the County	Public	13.601, subd. 1
<b>Correspondence</b>	Correspondence between elected officials and individuals	Private data on individuals that may be made public by either the sender or the recipient	13.601, subd. 2
<b>Application for Appointment</b>	Data about applicants for appointment to a public body collected by a government entity as a result of the applicant's application for appointment to the public body	Private data on individuals except for name, city of residence, education or training, employment history, volunteer history, awards and honors, prior government service, veteran status, and once appointed: residential address, telephone number or email address, first and last dates of service on public body, existence and status of any complaints or charges	13.601, subd. 3

		against appointee, and report of final investigation,	
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**J. MISCELLANEOUS DATA**

<b>Topic</b>	<b>Description</b>	<b>Classification</b>	<b>Statute</b>
<b>DBE Business Information</b>	A DBE's confidential business information, including applications for DBE certification and supporting documentation.	This information must not be released to any third party without the written consent of the DBE. However, the County must give this information to US DOT in any certification appeal pending under 49 CFR § 26.89 in which the disadvantaged status of the individual is in question.	49 CFR § 26.109(a)(2)
<b>DBE Certification Information</b>	DBE certification information	When the County provides supplementary information to US DOT in a certification appeals process, the County is required to make this information available to the DBE and to any third party complainant involved consistent with Federal and state laws concerning data.	49 CFR § 26.89(f)
<b>DBE Personal Financial Information</b>	The personal net worth statement and supporting documentation required by the County DBE Program.	May be provided to a third party only with the written consent of the individual to whom the information pertains. However, if there is a certification appeal in which the disadvantaged status of an individual is at issue, this financial information would have to be provided to the US DOT.	49 CFR §26.67 (a)(2)(iv)
<b>Educational Support Services Data</b>	Data relating to programs administered by a government entity or entity under contract designed to eliminate disparities and advance equities in educational achievement	Private	13.463

	for youth by coordinating services available to participants, regardless of the youth's involvement with other government services.		
<b>Electronic Access Data</b>	Data created, collected, or maintained about a person's access to the County's computer for the purpose of: (1) gaining access to data or information; (2) transferring data or information; or (3) using government services.	Private/ Nonpublic	13.15
<b>Examination Data</b>	Testing or examination materials or scoring keys to determine individual qualifications or to administer licensing or academic examinations.	Nonpublic	13.34
<b>Insurance Information</b>	Information on an individual's health insurance claims shall not be released without that person's consent, except that it may be disclosed to the County officers or employees to the extent necessary to administer the health benefit program.	Private	471.617, subd. 5
<b>Security Information</b>	Security information the disclosure of which would be likely to substantially jeopardize the security of individuals, property or information against theft, tampering, illegal disclosure, physical injury or other improper use.	Private/ Nonpublic	13.37, subd. 1(a) 49 CFR § 1520.7
<b>Social Security Numbers</b>	Social security numbers, in whole or in part, in any type of document, except to the extent that access to the Social Security number is specifically authorized by law.	Private	13.355, subd. 1

<b>Trade Secrets</b>	A formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual, or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.	Private/ Nonpublic	13.37, subd. 1(b)
<b>Public Employee Retirement Association Data</b>	Data on individual beneficiaries and survivors of Public Employment Retirement Association members: home address, date of birth, direct deposit account number, and tax withholding data.	Private	13.63, subd. 3
<b>Absentee Voter Names/ Early Voter Names</b>	Names of Voters who have submitted an absentee ballot return envelope to the county auditor / Names of persons who cast a ballot using early voting procedures established in 203B.30.	In applicable elections Available to the public in the same manner as public information lists in 201.91 Subd 4, 5 and 9	203B.12
<b>Health Care Contract Data</b>	Data created, collected, received, stored, used, maintained or disseminated by health plan companies, managed care organizations, county-based purchasing plans, third-party administrators providers, or other vendors, or their parent or subsidiary, while contracting with the county for health-related services	Data is subject to the same provisions as if maintained by the County	13.387
<b>Military Discharge Data</b>	DD Forms 214 and 215, or other forms which document an individual's	Private Data on Individuals, release subject to exceptions in 196.08	196.08

	discharge from the armed services and are filed at a government entity		
<b>Veteran's Services Application Data</b>	Data on clients' applications for County Veteran Services	Private Data on Individuals	197.603, subd. 2

**K. LAW ENFORCEMENT DATA**

<b>Topic</b>	<b>Description</b>	<b>Classification</b>	<b>Statute</b>
<b>911 Database</b>	Names, addresses, phone numbers provided to 911 system for a database for identifying the location or identity of a caller.	Private, court order required for release	403.07, subd. 4
<b>Arrest Data</b>	Certain data that documents any actions taken to cite, arrest, incarcerate or otherwise substantially deprive an adult individual of liberty.	Public in the originating agency	13.82, subd. 2
<b>Arrest Warrant Data</b>	Arrest warrant until defendant has been taken into custody, served with warrant or appeared in court. May be made Public if it serves public good.	Confidential	13.82, subd. 19
<b>Audio Recording of a 911 Call</b>	Audio recording of 911 call for the purpose of requesting service from a law enforcement, fire or medical agency. Written transcript is available (public data), but it cannot identify a protected person under 13.82(17).	Private with respect to individual making call, except a written transcript is public unless it reveals identity of person protected under 13.82, subd. 17	13.82, subd. 4
<b>Automated License Plate Readers</b>	Data from an electronic device mounted on a law enforcement vehicle, or stationary location that is capable of recording data on or taking a photograph of a vehicle or its license plate, and comparing said data with law enforcement databases	Private/Nonpublic, unless data is subject to Minn. Stat. 13.82, subd. 2,3, or 6 or are active criminal investigative data	13.824
<b>Booking Photos</b>	Photographs or electronically produced image taken by law enforcement for identification purposes in connection with the arrest of a person. May withhold temporarily if adversely affects active investigation.	Public	13.82, subd. 26
<b>Child Abuse Data – Inactive</b>	Inactive investigative data that relates to alleged abuse or neglect of a child by a person responsible for the child's care.	Private	13.82, subd. 9, 260E.35
<b>Child Abuse Identity (Victim)</b>	Active or inactive investigative data that identifies a victim of child abuse.	Private	13.82, subd. 8,

<b>Child Abuse Identity (Reporter)</b>	Active or inactive investigative data that identifies a reporter of child abuse unless disclosure is compelled under 260E.35 Subd. 3(m).	Confidential	13.82, subd. 8, 260E.35
<b>Child Abuse Victim Videotape</b>	Videotape in which a child victim or alleged victim is alleging, explaining, denying, or describing an act of physical or sexual abuse	Confidential absent court order	13.821
<b>Child Abuse Case Consultation Data</b>	Data acquired by a child abuse case consultation committee in its official case consultation duties	Confidential	260E.02 Subd. 4(c)
<b>Corrections and Detention Data</b>	Data on individuals created, collected, used or maintained because of their lawful confinement or detainment in state reformatories, prisons and correctional facilities, municipal or county jails, lockups, workhouses, work farms and all other correctional and detention facilities	Private or confidential except for summary or arrest data	13.85, subd. 2 and 3
<b>Crime Victims Data</b>	Prosecuting authority is responsible for release of investigative data to victim or victim's legal representative with some exceptions.	Exception	13.82, subd. 13
<b>Crime Victim Ombudsman Requests</b>	Crime victim ombudsman shall be given access to police reports including those pertaining to juveniles and their petitions.	Exception	611A.74, subd. 3(b)
<b>Criminal Alert Network</b>	Data that identify individuals or businesses as members of the criminal alert network, including names, addresses, telephone and fax numbers.	Private/ Nonpublic	299A.61, subd. 2
<b>Criminal History Data</b>	Criminal history data compiled by the BCA and disseminated through the criminal justice information system.	Private with exception law enforcement agency may disseminate to hiring or licensing authority of city or county requesting checks for applicants licensees or current employees.	13.87, subd. 1(b); 299C.72
<b>Criminal History Data</b>	Data on court disposition and sentence information, controlling agency and confinement information.	Public for 15 years following discharge	13.87, subd. 1(b)
<b>Criminal Investigation Data – Inactive</b>	Inactive investigative data.	Public (unless release of the data would jeopardize another ongoing	13.82, subd. 7

		investigation or would reveal the identity of a protected individual under 13.82(17). Images and recordings, including photographs, video, and audio recordings which are clearly offensive to common sensibilities may be classified as private/nonpublic (13.82, subd. 7).	
<b>Criminal Investigative Data – Active</b>	Investigative data collected or created by the County in order to prepare a case against a person, whether known or unknown, for the commission of a crime or other offense for which the County has primary investigative or prosecutorial responsibility.	Confidential/Nonpublic (except for data defined in 13.82, subd. 2, 3 and 6);	13.82, subd. 7
<b>Criminal Records</b>	No use, distribution or dissemination of certain criminal records in connection with application for public employment or license application.	Exception	364.04
<b>Crime Victim Data</b>	Investigative data concerning a victim of a crime	Releasable to the victim with exceptions	13.82, subd. 13
<b>Deliberative Processes</b>	Information, reports, or memos that have been adopted as the final opinion or justification for a decision of an agency.	Public	13.82, subd. 25
<b>Deliberative Processes</b>	Deliberative processes or investigative techniques of law enforcement agencies.	Confidential/ Protected Nonpublic	13.82, subd. 25
<b>Domestic Abuse Data</b>	Data collected, created, received or maintained by the police department pursuant to the Domestic Abuse Act, §518B.01.	Confidential (until a temporary court order is executed or served.)	13.80
<b>Exchange of Information</b>	Law enforcement agencies may exchange information that is pertinent and necessary to the requesting agency in initiating, furthering, or completing an investigation, except public personnel data.	Exception	13.82, subd. 24
<b>Firearms Data</b>	Data pertaining to the purchase or transfer of firearms and applications for permits to carry firearms collected by the County	Private	13.87, subd. 2

<b>Inactive Financial Transaction Investigative Data</b>	Investigative data that become inactive under subdivision 7 that are a person's financial account number or transaction numbers	Private or Nonpublic	13.82, subd. 30
<b>Investigative Detention Data</b>	Government data created, collected, used or maintained by the state correctional facilities, municipal or county jails, lockups, workhouses, work farms and other correctional and detention facilities which: (a) if revealed, would disclose the identity of an informant who provided information about suspected illegal activities, and (b) if revealed, is likely to subject the informant to physical reprisals by others.	Confidential , except by court order or to a party in a court proceeding as require by the Rules of Criminal Procedure	13.86
<b>Juvenile/ Attorney</b>	Attorneys representing a juvenile may have access to their records, local social services agency files, and reports which form the basis of any recommendation made to the court. An attorney does not have access to the identity of a person who made a report.	Exception	260B.171, subd. 6
<b>Juvenile Court Records</b>	Juvenile court records and any related appeals can be released only in specific circumstances, by court order, statute or to particular persons (see exceptions below).	Private	260B.171, subd. 1
<b>Juvenile Criminal Traffic Reports</b>	Criminal traffic reports may be inspected by a person who has sustained physical harm or economic loss as a result of the criminal traffic offense. Some restrictions do apply.	Exception	260B.171, subd. 5(d)
<b>Juvenile – Diversion and Social Services</b>	Diversion programs and local social service agencies may have access to juvenile records.	Exception	260B.171, subd. 5(f) & 260B.171, subd. 5(g)
<b>Juvenile Photos</b>	Authorized photographs may be used for institution management purposes, case supervision by parole agents, and to assist law enforcement agencies to apprehend juvenile offenders.	Private	260B.171, subd. 5(c)

<b>Juvenile Police Records</b>	Peace officer's juvenile records must be separate from adults and may not be released except under specific criteria.	Private	260B.171, subd. 5(a)
<b>Juvenile School Reporting</b>	Law enforcement required to notify schools for particular incidents.	Exception	260B.171, subd. 5(e)
<b>Maltreatment of a Minor</b>	Material received on the reporting of child maltreatment is available only to specific agencies.	Private/Nonpublic	260E.35
<b>Maltreatment of a Minor – Reporter</b>	Identification of the reporter of child maltreatment.	Confidential	260E.35
<b>Medical Examiner Data</b>	Data relating to deceased individuals and the manner and circumstances of their death which is created, collected, used, or maintained by the County coroner in fulfillment of official duties	Public, with exceptions; active investigation data is private	13.83
<b>Missing Children's Bulletin</b>	Information included in the missing children's bulletin, distributed by the BCA.	Public	299C.54, subd. 4
<b>Name Change</b>	Data on court records relating to name changes under Minn. Stat. 259.10, subd. 2 is confidential when investigation is active and private when inactive.	Confidential/ Private	13.82, subd. 12
<b>Ombudsmen Requests</b>	Crime victim ombudsman shall be given access to police reports, including those pertaining to juveniles and their petitions.	Exception	611A.74, subd. 3(b)
<b>Pawn Shop and Scrap Metal Dealer Customer Data</b>	Data that would reveal the identity of persons who are customers of a licensed pawnbroker, secondhand goods dealer, or a scrap metal dealer	Private Data	13.82, subd. 25
<b>Order for Protection and No Contact Order Data</b>	Data from orders for protection or no contact orders and data entered by law enforcement to assist in the enforcement of those orders	Private Data	299C.46, subd, 6(c)
<b>Pawn Shop and Scrap Metal Dealer Property Data</b>	Data describing the property in a regulated transaction with a licensed pawnbroker, secondhand goods dealer, or a scrap metal dealer	Public Data	13.82, subd. 27

<b>Portable Recording System Data</b>	Audio and Video data from a device worn by a peace officer while recording activities and interactions with others, or for collection of digital multimedia evidence as part of an investigation.	Private/Nonpublic, but some exceptions; accessible by data subject	13.825, subd. 1-3
<b>Property Complaint Data</b>	Names of individuals who register complaints concerning violations of law/ ordinance concerning use of real property.	Confidential	13.44, subd. 1
<b>Property Data</b>	Data that uniquely describes stolen, lost, confiscated or recovered property.	Private/Nonpublic	13.82, subd. 20
<b>Protected Persons</b>	Law enforcement agencies shall withhold public access to data on individuals to protect the identity of certain individuals.	Private	13.82, subd. 17 & 611A.021
<b>Public Access</b>	Law enforcement is not required to make actual physical data available to the public if it is not administratively feasible to segregate Public from Confidential. Need to make Public Data, however, available in reasonable time.	Exception	13.82, subd. 16
<b>Public Benefit Data</b>	Data classified as Confidential or Protected Nonpublic may be made accessible if access will aid law enforcement process, promote public safety or dispel widespread rumor or unrest.	Exception	13.82, subd. 15
<b>Reparations / Restitution Data</b>	Claims and supporting documents filed by crime victims seeking reparations	Considered investigative data and subject to 13.39 until reparations are paid, denied, withdrawn, or abandoned	611A.57
<b>Request for Service Data</b>	Certain data that documents a request by the public for law enforcement services.	Nature of the request for service, name and address of person making request, time and date of the request, and response initiated or ICR # is public	13.82, subd. 3
<b>Response or Incident Data</b>	Certain data which documents a response to a request for service, including traffic accidents, or which describes actions taken by the agency on its own initiative.	Public	13.82, subd. 6
<b>Reward Program Data</b>	Program data that would reveal identity of an informant or affect the integrity of the fund. Financial records on individuals are confidential. Records	Confidential/Protected Nonpublic	13.82, subd. 21

	not related to individuals are protected Nonpublic.		
<b>Sexual Assault Communication Data</b>	All information transmitted in confidence between a victim of sexual assault and a counselor and all other information received by a counselor in providing assistance to a victim	Private	13.822
<b>Sexual or Predatory Offender Information</b>	Information defined by statute to be relevant and necessary to protect the public and to counteract the offender's dangerousness must be disclosed by law enforcement agency in the area where the predatory offender resides, expects to reside, is employed, or is regularly found.	Nonpublic, except for purposes to protect the public as below: Level 1, except to other law enforcement, victims or witnesses; Level 2, except to agencies and groups that the offender is likely to encounter, for purposes of securing institutions and individuals; Level 3, except to members of the community whom offender is likely to encounter	244.052, subd. 4;
<b>Sexual Offender Registration</b>	Registration data of sex offenders available for law enforcement purposes only.	Private; See 243.166, subd. 7a for exceptions.	243.166, subd. 7
<b>Surveillance Technology</b>	Data documenting the existence of all technology maintained by law enforcement to electronically capture audio, video, photographic, or other record activities of the general public, or of an individual or group of individuals for purposes of investigation, incident response, monitoring or maintaining public order and safety or other law enforcement function	Public	13.82, subd. 31
<b>Traffic Accident Reports</b>	Accident reports submitted to the commissioner of public safety. Authorized people may receive the report.	Confidential	169.09, subd. 13
<b>Undercover Law Enforcement Officer</b>	All personnel data relating to an individual employed as an undercover officer until not an undercover officer.	Private	13.43, subd. 5
<b>Victim Identity Minors</b>	Data contained in records or reports relating to petitions, complaints or indictments issued pursuant to a criminal sexual conduct violation which specifically identifies a victim who is a	Not Public, Accessible only by Court Order	609.3471

	minor. (Only applies to the minor's information, not the report.)		
<b>Vulnerable Adult</b>	Active or inactive investigative data that identifies a victim or reporter of vulnerable adult maltreatment.	Private	13.82, subd. 10
<b>Vulnerable Adult Maltreatment Data – Inactive Case</b>	Investigative data that becomes inactive and relates to the alleged maltreatment by a caregiver or facility.	Private	13.82, subd. 11
<b>Withholding Data Response or Incident</b>	Law enforcement may temporarily withhold response or incident data from public access upon a belief that release of response or incident data will lead to endangerment of public safety or of an individual or if release of response or incident data will cause the perpetrator to flee, evade detection or destroy evidence. Law enforcement must provide statement explaining why.	Exception	13.82, subd. 14

**APPENDIX II. FORMS USED TO COLLECT PRIVATE OR CONFIDENTIAL DATA**

The Data Practices Compliance Official maintains the following forms:

1. Tennessean Warning
2. Informed Consent Form (from Government)
3. Informed Consent Form (from Individual)
4. Informed Consent Form (different use)
5. Minnesota Standard Consent Form to Release Health Information
6. Data Request Form

### **APPENDIX III. COUNTY RESPONSIBLE AUTHORITIES**

The following personnel are Responsible Authorities for their respective departments, by statute or appointment. The County Administrator may routinely update this list upon changes of personnel.

Jeffrey LH Boucher, County Attorney

Kelly Lake, County Sheriff

Duane Brownie, Veteran's Services

For all other county departments, the responsible authority is the County Administrator:

Dennis Genereau, County Administrator

Mr. Genereau has designated Assistant County Attorney, Amy Voss as the County's Data Practices Compliance Official. The Data Practices Compliance Official is the person to whom questions or concerns may be directed concerning obtaining access to data or other data practices problems. Ms. Voss may be reached at 218-384-9166.

#### **APPENDIX IV. COUNTY DEPARTMENT DESIGNEES**

The following personnel are Responsible Authorities for their respective departments, by statute or appointment. The County Administrator may routinely update this list upon changes of personnel.

County Administrator

Dennis Genereau Jr.  
1307 Cloquet Avenue, Suite #1  
Cloquet, MN 55720  
218-384-9141  
[countyadministrator@carltoncountymn.gov](mailto:countyadministrator@carltoncountymn.gov)

County Attorney

Amy Voss  
1780 Justice Dr. Ste. 2900  
Carlton, MN 55718-0300  
218-384-9166  
[countyattorneyefile@carltoncountymn.gov](mailto:countyattorneyefile@carltoncountymn.gov)

Assessor

Kyle W. Holmes S.A.M.A  
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218-384-9148  
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Auditor/Treasurer

Kevin DeVriendt  
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Carlton, MN 55718-0130  
218-384-9127  
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Community and Family Initiatives

Donna Lekander  
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Economic Development

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Carlton, MN 55718  
218-384-9597  
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County Board

Dennis Genereau Jr.  
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Extension Services

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Human Resources

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Information Technology

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Land/ GIS Mapping

Mark Westphal  
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Motor Vehicles/Licensing

Kevin DeVriendt  
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Property Management

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Public Affairs

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Public Health and Human Services

Annie Napoli  
14 11<sup>th</sup> St. North  
Cloquet, MN 55720  
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Recorder

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PO Box 70  
Carlton, MN 55718  
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Sheriff's Office

Kelly Lake  
1780 Justice Drive Ste. 1300  
Carlton, MN 55718  
218-384-3236  
[sheriffrecords@carltoncountymn.gov](mailto:sheriffrecords@carltoncountymn.gov)

Transportation

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Veteran's Services

Duane Brownie  
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Zoning

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PO Box 220  
Carlton, MN 55718-0220  
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Coroner  
Medical Examiner Services  
Dr. Quinn Strobl  
2100 Third Avenue  
Anoka, MN 55303

**APPENDIX V. PUBLIC ACCESS POLICY**

This document (see following pages) is required by Minnesota Statutes § 13.03, subdivision 2(b):

# Carlton County

## Data Request Form

Requesting Party: \_\_\_\_\_ Date: \_\_\_\_\_

Are you the subject of the data you are requesting: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Preferred Contact method: \_\_\_\_\_

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of the data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, we will not be able to begin processing your request until you contact us.

I am requesting access to data in the following way :

Inspection

Copies

Both Inspection and copies

Please describe the data you are requesting:

**\*\* Return this completed form to the County Department Designee listed in Appendix IV of the Carlton County Data Practices Policy \*\***

**\*\* Pursuant to Minnesota law this data request may be subject to charges as outlined in section VII of the Carlton County Data Practices Policy \*\***





## **Carlton County Data Retention Policy**

Adopted: March 14, 2017

Revised:

Reviewed: March 2025

### **Purpose:**

Carlton County is committed to uniform retention of data collected by County Departments according to recognized best practices. Pursuant to Minnesota Statute 138.17 Subd. 7 Carlton County implements this policy to provide certainty to County Departments and to the public regarding how long data collected by the County will be retained and at what point data collected by the County may be destroyed.

### **Policy:**

Carlton County hereby adopts the Minnesota County General Records Retention Schedule for Counties. Carlton County maintains official, approved Records Retention Schedules for each of its departments. Pursuant to Minnesota Statutes 138.161 – 138.25, these Schedules provide the ongoing authority to manage and dispose of County Records in Compliance with Minnesota Law.

The adopted Records Retention Schedule is attached to this Policy as **Appendix A**.

The period of time for which data must be retained begins at the time that the data is created unless otherwise noted in the Data Retention Schedule.

The Data Retention Schedule provides a minimum retention period, during which the applicable data must be retained. Department Heads may choose to enact a policy wherein data is retained for a longer period than the minimum retention period outlined in the Data Retention Schedule. A Department Head who wishes to do so shall notify the County Coordinator who will place the amendment to the Data Retention Schedule on the agenda for the following annual Data Retention Schedule review.

The Data Retention Schedule shall be reviewed annually. Any amendments to the Data Retention Schedule occurring since the previous Data Retention Schedule review shall be incorporated into the Data Retention schedule. Details of any amendments to the Data Retention Schedule shall be recorded in **Appendix B**.

Following expiration of the Data Retention period, County Departments may dispose of records. When disposing records containing Private or Confidential Data on Individuals, or when disposing of records containing Nonpublic or Protected Nonpublic data not on individuals, the County Department shall dispose of the records in a manner that ensures data is not improperly released.

When disposing of records, County Departments shall complete a Record Destruction report, attached as **Appendix C** which shall be retained in the County Department.

APPENDIX A  
(Attached)

## APPENDIX B

Section Record Title	Record Description	Retention Period	ArchivalYear Amended
Auditor/Treasurer	Adopted updated general records retention schedule for Auditors and Treasurer issued August 2018. Prior Auditor and Treasurer sections deleted from general retention schedule and updated Auditor and Treasurer schedule added to end of general records retention schedule document.		2019
Attorney	Formatting Amendments to Attorney Retention Schedule		2019

APPENDIX C  
(Attached)

Section	Record Series Title	Record Series Description	Retention Period	Archival?
Administration	Agendas		1 year	No
Administration	Annual Reports		7 years then transfer to State Archives	Yes
Administration	Attorney's Opinions	Correspondence relating to attorney legal opinions and related records	Retain Permanently	Yes
Administration	Authority to Dispose of Records	PR-1 Form	Retain Permanently	No
Administration	Budget - Record Copy		Retain Permanently	Yes
Administration	Departmental Reports - Annual Summary	Including reports to the County Board of Commissioners from each Department	Retain Permanently	Yes
Administration	Departmental Reports - Monthly		3 years	No
Administration	Departmental Reports - Semi Annual		3 years	No
Administration	Historical Data/Photographs		Retain Permanently	
Administration	Lawsuits	Attorney opinions, testimony, court depositions, correspondence, etc.	7 years after Disposition or settlement	No
Administration	Minutes	Board of Commissioners, Committees and special task forces	Retain Permanently	Yes
Administration	Minutes - Tape Recordings	Tape recordings of meeting minutes	Tapes may be reused or discarded 1 year after formal approval of written minutes. Tape recordings can't be permanent record	No
Administration	Organizational Charts		Until superseded , then transfer to State archives	Yes
Administration	Press Releases		1 year	Yes
Administration	Procedures Manuals		Until superseded	No

Administration	Special Committee Reports	Minutes, policies, studies, and correspondence	Retain Permanently	Yes
Administration	Wage Assignments		6 years	No
Assessor	Abatement Forms	Application for reduction in assessed valuation of personal property. Name address, type of property, owner's value	10 years	No
Assessor	Aerial Survey Prints	Prints of hard aerial surveys showing details of various tracts of land	Destroy when superseded	No
Assessor	Affidavit of survivorship	Name, address and legal description	10 years	No
Assessor	Agricultural Preserve Applications	Form placing agricultural land into the age preserve program. Also expiration of age preserve notices	3 months after expiration of application	No
Assessor	Application for Disability (3CC Class) PE 3D	Name, address, signed by owners, social security number	10 years	No
Assessor	Application for Homestead Classification	Name, address, social security number, sources of income, award letters.	Permanent	No
Assessor	Application for Valuation and tax Deferment of Agricultural Land Provided by Minnesota Agricultural Property Tax Law/Green Acre Applications	Applications for persons applying for Green Acre tax deferment	As long as property qualifies	No
Assessor	Appraisal Records	Field Card - Total land and building values on front. Field Card - Land value appraisal record. Computation of same grade and class. Building Dimensions; sketches; computations. Specific data necessary to make value determinations.	10 years	No
Assessor	Assessment Abstract - Final	Total estimated Market Value and total Assessed value by district	10 years	No
Assessor	Assessment Abstract - Mini	Total estimated market value by district	10 years	No
Assessor	Assessment Reports and Statistics	Summaries on various classifications of property and the assessments made thereon	10 years	No

Assessor	Board of Review Files	Contains actions taken by local, county and state boards of review, attendance records, minutes, etc.	10 years; transfer any minutes of the Review Board to the State Archives for selection and disposition	Yes
Assessor	Certifications of Value (State Forms)	Contains name and address of the buyer and seller; the sale price of the property; amount of personal property; amount of mortgage; terms of sale (in future); valuation of the property.	5 years	No
Assessor	Court Cases	Pending and settled court cases involving county Assessor, including all supporting documents and exhibits	10 years after settlement of case	No
Assessor	Laws Directives and Bulletins	Laws and Rules covering assessors offices directives and letters from the Department of Revenue, Court Decisions, attorney opinions, etc.	Destroy when superseded	No
Assessor	Midyear Homestead	Sworn Statement as to homestead	Indefinite	Yes
Assessor	Military Personnel	Sworn Statement as to homestead	Indefinite	Yes
Assessor	Mobile Home Abstract	valuation of mobile homes by district	10 years	No
Assessor	Mobile Home Sheet and Field Card	The listing of mobile homes by individual owner, make and year of mobile home, size of mobile home, and computation of valuation	10 years	No
Assessor	Mobile Home Valuation Guides	Used mobile home average selling price (and cost new)	Until replaced by current edition	No
Assessor	Personal Property Return - Owners of Residential Structures on Leased Public or Exempt Lands	Structures on leased public or exempt lands are taxable	10 years	No
Assessor	Property Owners List	Alphabetized list of name and address of all parcels owned by property owners	Destroy when superseded	No
Assessor	Property Tax Exemption Applications	Applications where a taxpayer is claiming exemption from property taxes	Retain while exemption application is in effect plus additional 10 years	No
Assessor	Railroad Lands	Listing of Railroad lands which are taxable to the railroads	10 years	No
Assessor	Railroad Leases	Name and Lessee and area involved (copies)	10 years	No

Assessor	Real Estate and Personal Property Abstract of Assessment	Summation of different property types by location and by school district. Original goes to Department of Revenue	10 years	No
Assessor	Request for Exemption of Tax on Property Used for Control of Air, Land and Water Pollution	Certain equipment and description of it and use	6 years	No
Assessor	Request for Review of Real Estate Assessment and Declaration of Value by Owner	Taxpayer is of the opinion his/her property is erroneously valued, general information	3 years	No
Assessor	Special Property Tax Applications	Applications for special property tax classifications such as blind/disabled, homestead, managed forest land, marina etc. as well as special property tax programs such as green acres	Retain while classification or program application is in effect plus additional 10 years	
Assessor	Statement of Owner of Real Estate Claimed to be Exempt from Taxation	Owners name, address, does occupant pay rent. (Use of Property)	Indefinite	No
Assessor	Statewide Ratio Studies	Mailed to counties by State Department	6 years	No
Assessor	Townhouse/Condominium/Apartment Information	Floor Plans, Sale Prices, Model Information, Income Data.	6 years	No
Assessor	Utilities Valuations	Name of Utility and Value (Put on by State) (Copies)	5 years	No
Assessor	Warranty Deeds	Name and Address of Buyer and seller, legal description, terms	6 years	No
Assessor	Wetlands Application	Name, Address, Legal Description	6 years	No
Attorney	Child Dependency - Legal Action		2 years from last court activity	No
Attorney	Child Neglect - Legal Action		2 years from last court activity	No
Attorney	Civil File - Miscellaneous	Legal opinions given to county officials, including letters, memos, reports, research and other correspondence	Permanent	Yes
Attorney	Commitment	Mentally Ill and Dangerous	2 years from last court activity	No

Attorney	Commitment	Mentally Retarded - For when the County sought Conservatorship	2 years from last court activity	No
Attorney	Commitment	Other mentally retarded persons, inebriates, Mentally Ill, Guardianship, Restoration to Capacity	2 years from last court activity	No
Attorney	Contract Files	Contracts for Purchase/Lease/Sale of Services, Equipment and Property	Permanent	No
Attorney	Criminal Research	Criminal Division Opinion Letters, Memos, and Briefs	2 years from last court activity except Felony Appellate Briefs - Permanent	No
Attorney	Felony Files	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts, includes certification as adult files	5 years from last court activity	No
Attorney	Felony Files	Serious Felony Files	10 years from last court activity	No
Attorney	Felony Files	Homicide Files	Permanent	No
Attorney	Gross Misdemeanors	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	2 years from last court activity	No
Attorney	Gross Misdemeanors (Enhanceable Offenses)	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	10 years from last court activity	No
Attorney	Investigation	Police Reports and Correspondence	2 years from last court activity	No
Attorney	Juvenile Files	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	2 years from last court activity	No
Attorney	Juvenile Files (Extended Juvenile Jurisdiction Disposition)	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	7 years from last court activity	No
Attorney	Litigation Files	Civil Investigation Litigation Involving County, including Pleadings, Briefs, Research Correspondence	Permanent	No

Attorney	Misdemeanors	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	2 years from last court activity	No
Attorney	Misdemeanors (Enhanceable Offenses)	Includes Pleadings, Police Reports, Complaints, Memos, Correspondence, Briefs, and Transcripts	10 years from last court activity	No
Attorney	Opinion Files	Formal Legal Opinions Prepared by County Attorney Office, including Correspondence and Research.	10 years, then transfer to the State Archives for selection and disposition	Yes
Attorney	Paternity and Child Support Action		Retain until Childs 21st Birthday	No
Attorney	Registers of Criminal Action	Case Book Summarizing each case Prosecuted by County Attorney	Retain Permanently or transfer to the State Archives	Yes
Attorney	Research Files	Research on Miscellaneous Topics Affecting County for which No Formal Answer/Opinion is Needed	10 years	No
Attorney	Termination of Parental Rights - Legal Action		30 days beyond appeal period; 2 years from last court activity	No
Attorney	Welfare Appeals	Financial and Social Services Appeals, Including Denial of AFDC Payments for Too Much Equity; Food Stamps Appeals; Medical Assistance Appeals	2 years from last court activity	No
Attorney	Welfare Appeals	Licensing, Including Day Care License, Foster Care License, etc.	2 years from last court activity	No
Attorney	Welfare Appeals Reimbursement Action	County Seeks Reimbursement For: Worker's Comp., Payment of Medical Bills of D.C. Patients, Probate; Liens for Medical Expenses, Cost of Care for Child, county Intervention in Insurance Matters/Claims, Etc.	2 years from last court activity	No
Attorney	Appeal Files		Permanent	No
Community Health/Nursing Service	Administrative: Advisory Committee Meetings	Committees including but not limited to public health advisory, taskforces, citizen advisory, commissions and other board related groups maintained by the department. Note these groups are advisory and not decision making	5 years then transfer to The State Archives	Yes

Community Health/Nursing Service	Administrative: Assessment and Planning Documents	May include, but is not limited to the organizational strategic plan, the community health assessment and the community health improvement plan.	Until superseded, then destroy	No
Community Health/Nursing Service	Administrative: Authorizations	Documentation including but not limited to physician standing orders, vaccine protocols, Clinical Laboratory Improvements Amendments certificates	Current Version, plus 2 previous, then destroy	No
Community Health/Nursing Service	Administrative: Board Agenda and Meeting Minutes	Documents including but not limited to official community health board meetings. May include official business documents including agendas and meeting minutes.	Permanent	Yes
Community Health/Nursing Service	Administrative: Community Health Services Reports	Documents including but not limited to annual reports, data to support the annual reports, assessments and planning reports, surveillance data and Medicare cost reports	10 years from date of report then destroy	No
Community Health/Nursing Service	Administrative: Contracts and Grant Agreements	Original signed contracts, agreements, leases, and supporting documentation.	6 years after end of contract period then destroy, or for such longer period as required by applicable law or regulation.	Yes
Community Health/Nursing Service	Administrative: General Department Office Meetings	Includes but not limited to meeting agendas and minutes of staff meetings, internal task forces and other organizational meetings.	Retain 1 year after meeting then destroy.	No
Community Health/Nursing Service	Administrative: Management Records (for program controls)	Includes but not limits to IPI visit documentation, refrigerator temperature logs, MnVFC records, hazardous waste disposal records, laboratory QA records, medication/testing supply inventories and syringe/needle inventories.	3 years then destroy	No
Community Health/Nursing Service	Administrative: Public Health Policies and Procedures	Documentation of policies and procedures related to public health.	Current and one previous version.	No

Community Health/Nursing Service	Emergency Medical Services	General service statistics monitoring emergency medical services and data on services provided throughout the County, minutes from task force meetings.	6 years from date of report then destroy.	No
Community Health/Nursing Service	Emergency Preparedness: Incident Response	Plans and documentation relating to and resulting from responses (both exercises and real events) to public health incidents and emergencies, including After Action Reports	3 years after closure of response activities then destroy.	No
Community Health/Nursing Service	Emergency Preparedness: Plans	Plans and documentation relating to the preparation for public health emergencies, such as pandemic disease also including emergency preparedness stockpile/cache.	Until superseded	No
Community Health/Nursing Service	Environmental Health: Clandestine Lab Site Complaint and Investigation Records - Database Log Documentation	Documentation of public health investigations into environmental health issues related to clandestine lab site. Database log of pertinent investigation data.	Permanent	No
Community Health/Nursing Service	Environmental Health: Complaint and Investigation Records - Database Log	Documentation of public health nuisance complaints and investigations into environmental health issues. Database log of pertinent investigation data.	10 years after closure and then destroy.	No
Community Health/Nursing Service	Environmental Health : Complaint and Investigation Records - Investigation Documents	Documentation of public health nuisance complaints and investigations into environmental health issues. Includes documents related to the complaint and investigation process, and any records of active investigations that are part of a criminal proceeding.	10 years after closure and then destroy.	No
Community Health/Nursing Service	Environmental Health: License Applications and Inspection Reports	Includes, but is not limited to food, pools and lodging such as manufactured home parks recreational camping and lodging establishment, blueprints, equipment specifications and plans.	10 years and then destroy.	No
Community Health/Nursing Service	Environmental Health: Testing Data (Database)	Includes but not limited to Radon & well water testing, Database used to collect information from voluntary testing.	10 years and then destroy.	No

Community Health/Nursing Service	Patient/Client Records: Car Seat Program	May include, but is not limited to client eligibility information, model of car seat received and education provided.	7 years from date of issuance then destroy.	No
Community Health/Nursing Service	Patient/Client Records: Correctional Health	May include assessment, treatment, medication, and other health records that are maintained by public health. If maintained at the correctional facility, follow their retention policy.	2 years after jail discharge or for such longer periods as required by applicable law or regulation.	No
Community Health/Nursing Service	Patient/Client Records: Immunizations	May include but is not limited to information sent to state registry such as name, BD, parent or guardian, demographics, vaccine, date given, lot number, site and program eligibility, local case records such as consent to administer signatures, VIS date given, service site, screening for contraindications, varicella history and verification details.	5 years for information not stored in the registry. Client immunization information uploaded to state sponsored registry shall be managed by MDH and shall be kept according to their retention policy.	No
Community Health/Nursing Service	Patient/Client Records: Individual Services	Includes, but not limited to records of client cases open to public health programs that may include family health, migrant health, family planning services, CT&C, disease prevention and control-client investigation records, screening programs. May include assessments, care plans, medical data, progress notes, financial and insurance information, transfers, referrals and related case management data and individual adverse events following vaccination records.	7 years after closure or until client reaches age 25, whichever is later then destroy.	No
Community Health/Nursing Service	Patient/Client Records: Individual Services Special Categories (for example CMS cost report clients or Medicare managed care program provider clients)	Includes but not limited to records or client cases open to public health programs that may include CMS cost report clients, Medicare managed care programs, home care, Medicare fee for service, and waiver services. May include assessments, care plans, medical data, progress notes, financial and insurance information, transfers, referrals and related case management date, and individual adverse events following vaccination records (federal report).	10 years after closure or current federal regulations; whichever is later then destroy.	No

Community Health/Nursing Service	Patient/Client Records: Slight Service	Where a case record was not opened. May include but is not limited to intake documents, initial referrals/screening, or release of information. Either no service or minimal follow up as part of intake. May also include services where slight service completed and results/materials forwarded to a third party who maintains the records e.g. paternity testing, non-investigative TB skin testing, documentation of immunization USCIS Form 1693.	5 years after service completed then destroy.	No
Community Health/Nursing Service	Patient/Client Records: WIC	May include but is not limited to local case records prior to Hubert and state records with initiation of Hubert. Includes case records, voucher receipts, other individual WIC records. See also MN WIC Operations Manual and Grant Project Agreement.	6 years past closure if not scanned in to the state sponsored web-based or other current state system.	No
Highway	Accounts Receivable Ledger Record	Closed or Paid Accounts For Services or Materials Furnished to Individuals and Government Agencies	6 years	No
Administration	Agenda Packet	Complete record of information relevant to County Commissioner meetings	Retain permanently or transfer to the State Archives	Yes
Highway	Annual Report		7 years then transfer to the State Archives	Yes
Highway	Annual Road/Bridge Report To County Board		10 years then transfer to the State Archives	Yes
Highway	Construction And/or Maintenance Contract Documents	Including Proposals, Abstract of Bids, Performance Bonds, Partial and Final Payment Estimates	10 years after project completed	No
Highway	Construction Project and Maintenance Agreements With Cities and Villages		After agreement expiration and audit.	No

Highway	Designations and Revocations of County State-Aid Highways and County Roads	Copies	Permanent	No
Highway	Driveway Permits	Access Permits For Driveways Entering County State-Aid Highways and County Roads	Permanent	No
Highway	Employee Time/Equipment Report	All Original Time Sheets From Field and Shop Employees	RT Vision - 5 years	No
Highway	Equipment Cost History	Annual Recapitulation of Operating Costs and Repairs For Each County Highway Unit, Spec, Contract, Proposals	6 years	No
Highway	Equipment Repair Order	Description of Repairs and Materials Used	Life of unit	No
Highway	Field Construction Source Documents	Including Weight Tickets, Inspection Reports, Etc.	6 years	No
Highway	Gas and Oil Consumption Report	Tank or Drum Field Stock Report For Perpetual Inventory Records.	6 years	No
Highway	Inspection and Field Construction Reports	Including Project Log Records, Diaries Pertaining to Specific Contracts or Agreements.	6 years after contract expiration	No
Highway	Material Requisition For Inventory Stock	Record of Items Removed From Stock and Disposition to Road or Equipment	6 years	No
Highway	Motor Vehicle/Employee Accidents Reports		10 years	No
Highway	Moving Permits		3 years	No
Highway	Receipts and Disbursements Register and Control Journal (Or Trial Balance)	Primary Ledger Sheet For Distribution of Receipts and Disbursements From The County Road and Bridge Fund	6 years	No
Highway	Regulatory Signs/Signal Orders	Data Indicating Locations and Date Of Installation or Removal	Permanent	No

Highway	Right of Way Documents	Easements, Acquisition Certificates Appraisal Certificates, Plats,	Permanent	No
Highway	Salaries and Wages Payroll	Employee Listing of Salaries and Wages Earned Semi-Monthly or Monthly	Permanent unless record copy retained in Auditor's office or central payroll, then 6 years	No
Highway	Utility Permits/Right of Way Violations	Permits to Work Within Right of Way Boundaries on County State-Aid Highways and County Roads	Permanent	No
Highway	Vendors Invoices and Related Purchase Orders and Receiving Records		6 years	No
Human Resources	Applicant Data - General	Applications, Resumes, Letters of Recommendation, Affirmative Action Forms, Certification of Test/Examination Results, List of Qualified Applicants, Ranking, Interview Notes, Reference Checks, Records That Relate to Posting, Recruitment, Selection and Appointment to Each Position. If Hired, Application Etc. Becomes Part of Employee Personnel File	3 years or length of eligibility if longer	No
Human Resources	Applicant Data- Background Checks	Background Checks Conducted by Third Party (Info Subject to FCRA)	5 years after employee's termination or 6 years after date of background check whichever is longer	No
Human Resources	Affirmative Action Reports	Copies of Reports Sent to Human Rights Commission	5 years	No
Human Resources	Benefits Enrollment Forms	Employee's Medical, Dental, Deferred Compensation, Etc. Election Forms	5 years after employee's termination	No

Human Resources	Benefits Plan	Includes Insurance, Health Care, Deferred Compensation, Etc.	Until superseded or 6 years after coverage lapses	No
Human Resources	Classification Studies	Studies Which Describe Job Duties and May Rank Individual County Positions. See Also: Pay Equity	Until superseded	No
Human Resources	Compensation Plan	Salary Tables/Ranges, Plan Documents, Pay Increase Criteria	10 years	No
Human Resources	Employment Eligibility Verification/I-9 Form	Verifies Status of Citizenship or Naturalization	3 years after date of hire, or 1 years after employment is terminated, whichever is later. Should not be retained in employees personnel file	No
Human Resources	Drug and Alcohol Testing Results - A	Includes Commercial Drivers License (CDL'S), Controlled Substance Test Results, Drivers Evaluations, Etc.	1 years for records of negative and canceled drug tests, records of alcohol tests with a result below .02 BAC (49 CFRss382.401)	No
Human Resources	Drug and Alcohol Testing Results - BB	Includes Commercial Drivers License (CDL's), Controlled Substance Test Results, Drivers Evaluations, Etc.	5 years after employee's termination for alcohol test results greater than .02 BAC, Verified positive controlled substance test results, documentation of refusal to test, calibration of documentation, driver evaluations and referrals	No
Human Resources	Equal Employment Opportunity Reports/Summary Data (EEO Reports)	Reports Sent to Federal Government	3 years	No

Human Resources	Grievance Files	Formal Written Employee Grievance and/or Complaint Filed Under Personnel Rules, and Received by County. Should Not be Retained in Employee Personnel File.	5 years after employee's termination	No
Human Resources	Job/Position - Descriptions	Personnel Department Retains a Position Description History on The Various Positions Within The County	Until superseded	No
Human Resources	Labor Unions- Arbitration Decisions		Permanent	No
Human Resources	Labor Unions - Contracts/Agreements	Contracts Between County Management and Various Labor Unions Including Correspondence, Salary Schedule and Personnel Policies	10 years	No
Human Resources	Labor Unions- Disputes/Grievances	Between Union and County Government Agency	Permanent	No
Human Resources	Labor Unions- Negotiating Data		Permanent	No
Human Resources	Medical Records/FMLA	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 and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints. Should Not be Kept in Employee's Personnel Files	5 years after employee's termination	No
Human Resources	Pay Equity Implementation Report	State Mandated Report Filed With Department of Employee Relations Consisting of Pay and Job Class Information	Until Superseded	No

Human Resources	Personnel Files	Records on Each Employee Such as Applications, References, Performance Evaluation, Job Performance Appeals, Job Descriptions, Reprimands, Resignation Letters, Exit Interviews, Training Records, Etc. Certain Records Should NOT be Retained in Employees Personnel Files: Medical Records, Health Insurance Information, I-9 Forms, Child Support Obligation Records, Investigations, or Any Other Record Which, in it's Presence, May Raise an Inference of Discrimination. All Originals Are to be Maintained by Personnel Department or Responsible Department	5 years after employee's termination. Destruction approval is contingent upon retention of master copy of payroll register or record.	No
Human Resources	Policies and Procedures/Rules and Regulations	For Human Resource Function, Includes Annual Leave Program, Hiring Procedures File Etc.	Until superseded	No
Human Resources	OSHA- Infectious Disease and Occupations Exposure Files	Files on Each Employee Dealing With Safety and Training on Diseases Such as Hepatitis and AIDS. Should Not be Kept in Employee Personnel File	30 years after termination	No
Human Resources	OSHA Citations of Penalty	Notifications of Violations by The County	5 years after citation	No
Human Resources	OSHA Reports	Incident Reports and Annual Summary	5 years following end of calendar year of record	No
Human Resources	OSHA Employee Exposure Records and Worker's Compensation		30 years after employee's termination or retirement	No
Human Resources	Safety Committee Agenda and Minutes		10 years	No

Human Resources	Safety Manual		Until superseded	No
Human Resources	Training Sign Up Sheets	List of Employees Participating in Each Training Program	5 years from the date of completed training or 5 years after termination, Whichever is applicable to the county's recordkeeping practices	No
Human Resources	Training Materials	Reference and Class Material Including Articles, Presentations, Manuals, Handouts Used in Each Training Session	5 years after training program becomes obsolete	No
Human Resources	Training Records	Individual Acknowledgement Form or Other Form That Employee Signs and is Kept in The Personnel File. Includes Right to Know, Harassment, and Other Trainings	5 years after employee's termination	No
Human Resources	Unemployment Claims		8 years	No
Zoning and Environmental Services	Board of Adjustment	A) Hearing and Findings B) Record of Variances C) Minutes of Meetings D) Tape Recordings of Minutes	Retain Permanently or transfer to the State Archives. Tapes may be reused or discarded 1 year. After formal approval of written minutes by board. Tape recordings cannot be the permanent record.	Yes
Zoning and Environmental Services	Budget		3 years	Yes
Zoning and Environmental Services	Interim Conditional Use Permits	Name, Address, Legal Description of Property, Reason For Conditional Use.	6 years after permit expiration	No

Zoning and Environmental Services	County Street Naming/Numbering File	A) Files Identifying Addresses For Structures Within The Jurisdiction of The County Street Naming and Numbering Ordinance.	Permanent	No
Zoning and Environmental Services	County Street Naming/Numbering File	B) File Showing Current Addresses and Locations of Structures Within Jurisdiction of County Street Naming and Numbering Ordinance	Permanent	No
Zoning and Environmental Services	County Street Naming/Numbering File	C) File Showing Current Plats With Addresses For All Parcels Within Jurisdiction of County Naming and Numbering Ordinance.	Permanent	No
Zoning and Environmental Services	Court Decisions on Zoning		Retain permanently or transfer to the State Archives for selection and disposition	Yes
Zoning and Environmental Services	Fees Collected	Name of Applicant and Amount of Fee and Purpose of Fee	6 years	No
Zoning and Environmental Services	Land Use Permits	Name and Address of Applicant, Description of Building, Legal Description of Property	Until Expiration	No
Zoning and Environmental Services	Land Variances	Name and Address of Property Owner, Legal Description of Property Being Split, Reason For Land Variance	permanent	No
Zoning and Environmental Services	Monthly Expenditures	Copies	1 year	No
Zoning and Environmental Services	Notices of Hearing		1 year	No

Zoning and Environmental Services	Planning Commission	A) Hearings and Findings B) Minutes. C) Tape Recordings of Minutes	Retain subparts "A" and "B" permanently or transfer to the State Archives for selection and disposition. "C" Tapes may be reused or discarded 1 year after formal approval of written minutes by commission. Tape recordings cannot be the permanent record	Yes
Zoning and Environmental Services	Preliminary Plats- Soils	Copies, Developer's Name and Address, Size and Legal Description of Lots in Plat	permanent	No
Zoning and Environmental Services	Receipt Book		6 years	No
Zoning and Environmental Services	Restricted AG Area Map		Retain Permanently or Until Superseded	No
Zoning and Environmental Services	Resolved Complaints		Retain Permanently	No
Zoning and Environmental Services	Setback Certificates	Name, Address, Legal Description of Property and Description and Use of Structure	permanent	No
Zoning and Environmental Services	Sewer Permits	Names, Address and Location of Sewer, Inspection Report	permanent	No
Zoning and Environmental Services	Shore land/Floodplain Ordinance File	Files of Shore land and Floodplain Area Applications For Building Permits, Conditional Use Permits, Variance Reports, and Zoning Inquiries	permanent	No

Zoning and Environmental Services	Subdivision Ordinances		Retain permanently or transfer to the State Archives	Yes
Zoning and Environmental Services	Zoning Ordinances		Retain permanently or transfer to the State Archives	Yes
Surveyor	County Road Files		permanent	Yes
Surveyor	Plats	A)Subdivision Plats, Auditor's Subdivision, Proposed Plats and Registered Land Surveys. B) Condominium Floor Plan	permanent	No
Surveyor	Plats, Preliminary Copies	Checked Against Final Plats When They Arrive	1 year after checked against final plat	No
Surveyor	Project Records	Miscellaneous Research Data	permanent	No
Surveyor	Property Maps	Maps Denoting County Property Boundaries	permanent	No
Surveyor	Railroad, Road and Street Maps	Original Tracings	permanent	Yes
Surveyor	Section and Quarter Section Maps	Line Maps on Mylar Denoting Property Boundaries	permanent	No
Surveyor	Survey and Project Reports	Reports Detailing The Documentation Process	permanent	No
Surveyor	Surveys and Topographical Maps	Miscellaneous	permanent	No
Surveyor	Tie Book Index		permanent	Yes
Surveyor	Tie Books and Field Notes	Original Survey Notes, and Notes, Drawings, and Measurements Needed to Locate The Position of Government Corners	permanent	No
Surveyor	Township Road Files	Record of New, Altered or Abandoned Roads	permanent	Yes
Records Common to all Departments	Annual Reports		Retain permanently or transfer to the State Archives	Yes
Records Common to all Departments	Attendance Records	Sick Leave, Paid and Unpaid Leave Requests, Compensations, Time Sheets, Part Time Claims, Department Copies	2 years	No

Records Common to all Departments	Budget/Budget Records	Budget Proposals; Approved Budget. Includes Supporting Data and Monthly Department Budget Report	2 years	No
Records Common to all Departments	Billing Claims	Monthly Expenses Records For Department Expenses, Purchase Orders, Invoices, Claim Forms, Accounts Payable Forms, Etc.	6 years	No
Records Common to all Departments	Contract/Agreements	Copies of Contracts and Agreements Entered Into With Agencies and Businesses and Other Pertinent Information, I.e. Selection Process of Vendor, Equipment and Bid Specifications	10 years after contract has expired	No
Records Common to all Departments	Correspondence	A) Routine Correspondence and Memorandums Between Departments, Administration, and Other Agencies	3 years	No
Records Common to all Departments	Correspondence	B) County Administrator/Executive Secretary/County Executive Correspondence and Subject Files of a Policy Making Nature	3 years then transfer to the State Archives for selection and disposition	Yes
Records Common to all Departments	Grants	State and Federal	6 years after grant agreement expires unless agreement dictates otherwise	No
Records Common to all Departments	Inventory	Physical Inventory of those Furnishings and Equipment in Department which are inventoried	Until superseded	No

Records Common to all Departments	Labor Relations Records	Includes Copies of Contracts Between Management and Various Unions; Background Bargaining Information; Records on Grievances and Disciplinary Actions and How They Were Settled. (Not Originals, For Originals/Master Copies of Union Contracts and Labor Dispute Data See Personnel Section of This Schedule, Items 20 and 21)	Until superseded	No
Records Common to all Departments	Legislative File	Records on Pending Legislation With Which Department Has Interest	Review annually and dispose of obsolete material	No
Records Common to all Departments	Meeting Minutes	Minutes Recording Actions Taken in Meetings Necessary For The Management of The Department and Its Activities. (Originating Department Only.) Does Not Include County Board Minutes. The State Archives Wishes to Have Transferred Minutes of County Committees and Governing Boards	6 years	Yes
Records Common to all Departments	Meeting Minutes	Tape Recordings of Meetings	Tapes may be reused or discarded 1 year after formal approval of written minutes by board. Tape recordings cannot be the permanent record	No
Records Common to all Departments	Personnel Policy File	Memos and Directives on Personnel Policies and Actions	Until superseded	No

Records Common to all Departments	Personnel Records	Department Copies of Personnel Records of Employee's Employment History; May include Applications, Resumes, Accident Reports; Disciplinary Actions, Promotions, Reclassification Consideration, Performance Reviews	Until Employee's Termination	No
Recorder	Grantee/Grantor Index	Alphabetical Indices, By Year, of Parties to All Document Filed With County Recorder	Permanent	Yes
Recorder	Reception Books	Index of Real Documents Filed Numerically With County Recorder Including Index by Document Number	Permanent	No
Recorder	Tract Index Records	Chronological Index of Real Property by Description	Permanent	Yes
Recorder	Contract Records		permanent	No
Recorder	Corporation Index File	Articles of Incorporation, Mergers, Amendments, Name Changes, Etc.	Permanent MS 386.46	Yes
Recorder	Daily Cash Receipts	Records of Filing Fees on Recorded Documents	6 years	No
Recorder	Document Number Index	Used to Find Instrument Book and Page	Permanent	No
Recorder	Leases and Corporate Information	Includes Resolutions, Affidavits and Pertinent Decrees	Permanent	No
Recorder	Limited Partnership Agreements	Written Take-Offs and Photo static Copies of Limited Partnership. Certain Certificates and Amounts of Limited Partnership	Permanent	No
Recorder	Miscellaneous Documents For Safekeeping	Cancellation of Liens on Margin, Personal Records, Patents Pending, Papers In Redemption, State Bank Directors, and Other Papers in Safekeeping, All Covered by Statute. Documents Left by Customers For Security Filing	Retain until owner of documents withdraws them or orders them destroyed.	No
Recorder	Power of Attorney Records		Permanent	No

Recorder	Unclaimed Documents Copies and Attested Documents	Copies of Documents Which Have Been Ordered by Customers But Never Picked Up.	6 months	No
Recorder	Bond Records	Bond Records of Public Officials	Permanent	No
Recorder	Farm Registration	Farms Registered by Owners Under The Specified Name Given Their Farm Lands. Includes Description of Said Lands	Permanent	Yes
Recorder	Index To Military Discharge		Permanent	Yes
Recorder	Military Discharge Records	Military Discharge Papers Filed by Veteran of All Branches of The Armed Services	Permanent	Yes
Recorder	Newspaper Register	Official Listing of All Minnesota Newspapers and Publications. Required by Statute. Shows Names of Owners, Printers, and Publishers of Each Newspaper.	Permanent	No
Recorder	Lien Record Books	Used to Check Liens on Property and as Reference in Abstracting Titles	Permanent	No
Recorder	Old Age Assistance Liens and Index		Permanent MS 386.46	No
Recorder	State/Federal Tax Liens and Index	Original Liens, Releases, and Satisfactions. Notices of Federal Tax Liens Filed Against Individuals	Permanent	No
Recorder	Government Survey Plat Book	Contains The Original Survey Which Shows Government Lots and 1/4 1/4's of All Sections	Permanent	Yes
Recorder	Plat Index	A) Alphabetical Plat Index Contains Name of Plat, Tract Index Number and Location	Permanent	Yes
Recorder	Plat Index	B) Index to Plats, Book and Page	Permanent	Yes
Recorder	Plat Index	Master Index to Original Plats Used as a Cross Reference	Permanent	Yes
Recorder	Plat Index	C) Plat Certificate Index and Certificate of Plat Corrections Index	Permanent	Yes
Recorder	Plats: Public Copy	Canvas-Backed Sheets	Permanent	No

Recorder	Canvas-Backed Sheets		Permanent	No
Recorder	Application to Register Title	Application to Change Ownership From Abstract to Torrens	Permanent	Yes
Recorder	Deed Records	Used in Title Abstracting	Permanent	Yes
Recorder	Mineral Rights File	Shows Mineral Rights Reserved Such as on Railroad Lands, Etc.	Permanent	Yes
Recorder	Mortgage Records	Records of All Mortgages Filed	Permanent	Yes
Recorder	Cash Control Records For Trustee: Account/Receipts on Each Item Entered	Monthly Sheets Showing Amounts Repositioned Daily to The Trust Account	6 years	No
Recorder	Information and Certified Copy Requests	Copies of Requests Dispatched From County Recorder's Office	6 years	No
Recorder	Ledger and Requisition Records	Account Ledger Sheets and Requisition Orders (Supplies)	6 years	No
Recorder	Ledger on Trust Account	Daily Trust Account	6 years	No
Recorder	Uniform Commercial Code Records (UCC)	Original Filings Amendments, Continuations, Assignments, and Information Requests. These Documents Relate to Liens on Personal Property and are Filed to Liens on Personal Property and are Filed by Debtor's Name	1 year after termination or lapse. MS 336.9-410	No
Recorder	U.C.C. Termination Statements		3 years after receipt MS 336.9-410	No
Recorder	Affidavits of Grantee	Affidavits Contain Name, Age, Residence, Martial Status and Legal Disability of The Grantee In Deeds of Transfer	Permanent	No
Recorder	Apartment Ownership and Condominiums	Can be Abstract or Torrens. Hard-shells and Public Copies of Plats and Other Documents Pertaining to Apartments/Condominiums	Permanent	No

Recorder	Certificates of Title/Ownership	A Certificate by The Registrar Which Shows The Current Status of Ownership and Encumbrances of any Parcel of Torrens Land	Permanent	No
Recorder	Certified Copy Sign-out Books	A Book Showing Who Signed Out For All Copies Returned	Permanent	No
Recorder	Corporation Index	An Alphabetical File of The Corporate Changes of Name, Mergers, and Articles	Permanent	Yes
Recorder	Document Index	A Numerical File of All Legal Documents Filed in The Torrens Office Since 1901	Permanent	No
Recorder	Grantee/Grantor Index	Locates Instruments in Torrens Section by Name of Grantee/Grantor	Permanent	Yes
Recorder	Index to Tract Index		Permanent	Yes
Recorder	Owner's/Mortgagee's Duplicate Certificate of Title		Destroy at time entering a "Surrender" Memorial on the certificate MS 508.835	No
Recorder	Owner's/Mortgages Duplicate Order Form		1 year	No
Recorder	Owner's/Mortgage's Duplicate Receipt File/Cards	A Numerical File by Certificate Number of All The Duplicate Certificates Which Have Not Been Picked Up or Mailed and Cancelled Mortgages	1 year after certificate is cancelled MS 508.835	No
Recorder	Power of Attorney Index	An Alphabetical File of The Names of All Persons Granted This Power, All Persons Who Gave The Power and The Document Number of The Instrument	Permanent	No
Recorder	Employee Suggestion Form		2 years	No
Recorder	Plat Index	Index to Section, Township, Range, Book and Page of Plats, Registered Land Survey (R.L.S.)	Permanent	Yes

Recorder	Plats	Memorial Survey Drawings Showing Property Boundary Lines and Judicial Landmarks (J.L.M.)	Permanent	Yes
Recorder	Purchaser and/or Residue Owner Affidavits	Individual and Corporate	5 years MS 508.836	No
Recorder	Purchaser and/or Residue Owner Affidavits	Partnerships	5 years	No
Recorder	Railroad Lands	A Certified List of Land Prepared by Railroad Companies and Files in Counties	Permanent	Yes
Recorder	Reception Books	Numerical Reception and Admission Index of All Instruments Filed	Permanent	No
Recorder	Reception Index	Numerical Index Which Contains The Names of Each Party to Every Document Filed	Permanent	No
Recorder	Registered Land Survey (R.L.S.)	Original Hard-shells and Public Copies of The Official Government R.L.S	Permanent	Yes
Recorder	Registered Land Survey (R.L.S.)	Preliminary Copies: Used to Check Errors and Defects Against Final Survey Before Hard-shells are Made For Filing	1 year after original is filed	No
Recorder	Section Corner Bypass		Permanent	No
Recorder	Section Maps, Half Section Maps, and Quarter Section Maps	Used to Identify Registered Land and Other Related Data; Property Divisions, Easements, Conditions and Encumbrances on title Certificate. Maps of All County Land, Many of Which Certain Certificates of Title and Documents.	Until superseded	No
Recorder	Tract Index	Land Index of All Transfers of Ownership of Torrens Land. Current History of All Conveyances of Registered Land by Legal Description	Permanent	Yes

Recorder	Vital Records: Birth Certificates	Certificates of live birth	Permanent	Yes
Recorder	Vital Records: Death Certificates	Certificates of Death	Permanent	Yes
Recorder	Vital Records: Notary Registration	Record of resgistration as a notary public	Permanent	Yes
Recorder	Vital Records: Ordination Certificate	Certificates of Ordination or license of ministry	Permanent	Yes
Human Services	Administrative Operational Records	Statistical Data, Policy Bulletins, Procedural Material, Correspondence, Etc. Related to The Development of Funding Authorization and Administration of Agency and Agency Affiliated Programs	Retain bulletins until they are no longer in effect, than discard. Retain statistical data until no longer useful, than discard	No
Human Services	Investigations and Charges by Applicants or Recipients of Services Under Minnesota Human Rights	Investigations of and Charges by Applicants or Recipients of Services Under Minnesota Human Rights	7 years	No
Human Services	Case Index Cards (If Used)	Summarized Case Identification Data Which Includes Names and Birth Dates of Clients, Last Known Address of Family Head, Case Number, Programs, Types of Services Received, Date of and Reason For Lasting Dosing.	Destroy in accordance with destruction of other case data	No
Human Services	Fiscal Land Statistical Reports to The State Agency	Forms Dated to The Agency Staff Activity Reporting and The Accounting Office Copy of Agency Action Forms	3 years after case closing or after audit	No
Human Services	General Ledger Accounts	Summaries of Payment Detail (Receipts and Disbursements) and Authorizations That are Recorded in The Books of Original Entry	10 years after case closing or after audit	No

Human Services	Intake Registers	Listing of Requests For Social Services and Financial Assistance and Their Subsequent Disposition	3 years after last entry	No
Human Services	Minutes of County Human Services Agency Boards, Welfare Boards, Mental Health Board. And Other Agency Board	Section A- Summaries of General Business Discussions, Personnel Transactions, Policy Discussion and Formation, and Administrative Reports. Section B- Social Service and Income Maintenance Case Openings, Closing, Denials, Property Waivers, Medical Liens, Vendor Payments, Supplemental Payments, Etc. Identifying Information Should Consist of Case Number Only (Not Case Name)	Retain permanently or transfer to State Archives	Yes
Human Services	Paid Administration Claims (Bills)	Individual Claims (Bills) For Costs Such as Rentals, Equipment, Supplies. Mileage, Conference Costs, Etc.	6 years after closing or after audit	No
Human Services	Paid General Assistance Claims	Individual Records of Claims (Bills) and Payments Made From General Assistance Funds	6 years after closing or after audit	No
Human Services	Paid Medical Bills	Claims For Medical Vendor Payments	6 years after closing or after audit	No
Human Services	Payment Abstracts	Records of Checks Issued and Chargeable to The Various Welfare Funds. Data Includes Names of Clients and Amounts Paid	6 years after closing or after audit	No
Human Services	Social Welfare Fund Receipts, Redeemed Checks, and Accounts	A- Receipts and Redeemed Checks B- Ledger Accounts - Summaries (Receipts and Disbursements) and Authorizations that are Recorded in The Books of The Original Entry	6 years after closing or after audit	No
Human Services	COS Computer Systems (Social Services)	Client Identification Data, Services Provided Funding Sources, Etc. Output Includes Update Reports (Work Sheets for Recording Social Worker Activity), and Statistical Reports	3 years after case closing, or after audit	No

Human Services	Public Assistance Client Files	Including Health Care, Cash Assistance, Food Assistance, Child Care Assistance, Emergency Assistance, and Long Term Care Assistance, and Other Related Programs	Retain and destroy according to approved county retention schedules in place on 12/31/2013	No
Human Services	Public Assistance Client Files	Including Health Care, Cash Assistance, Food Assistance, Child Care Assistance, Emergency Assistance, and Long Term Care Assistance, and Other Related Programs	Destroy documents other than exception documents 10 years after received	No
Human Services	Social Service Case Records (All Services Cases)	1) Application For Social Services 2) Appropriate Case Narratives 3) Service Plans and Agreements	4 years after case closing or after audit, unless child protection case	No
Human Services	Social Services Case Records (Title XX Funding)	1) Income Declarations 2) Verification of Income (When Required)	If current, 4 years after case closing, if not current, 4 years from completion date	No
Human Services	Social Service Case Records (Required "Situational" Forms)	Inter and Intra Agency Referral Forms A) Service Providers B) Income Maintenance C) Payment Authorization D) Supervisory and Case Review Documents E) Support and Collections F) Appeal Summaries and Hearing Records	Items A-D 4 years after form completion date. Items E-F 4 years from the closing of the file	No
Human Services	Social Service Case Records (Miscellaneous Case Notes)	1) Phone Messages 2) Supervisory Instructions 3) Routing Slips	Destroy immediately after completed action	No
Human Services	Social Service Case Records (Forms Related to Adoption and Subsidized Adoption)		Permanent	No

Human Services	Social Service Case Records (Forms Related to Child Protection Files)	Maltreatment Reports, Etc.	Maltreatment not determined and child protection services not needed, or "Alternative Response" Case Files: Destroy 4 years after case closing or after audit.	No
Human Services	Social Service Case Records (Forms Related to Child Protection Files)	Maltreatment Reports, Etc.	Maltreatment determined or child protection services needed: At least 10 years after the date of the final entry in the case record.	No
Human Services	Social Service Case Records (Forms Related to Child Protection Files)	Maltreatment Reports, Etc.	Order destruction of related records at School or court services agency when other records relating to the report are destroyed	No
Human Services	Social Service Case Records (Forms Related to Court Requested Evaluations)		In the event of a contested adopted petition, the only study which needs to be kept permanently is the adoption study of the adoption family. Destroy after action- then retain 4 years after case closing	No

Human Services	Social Service Case Records (Forms Related to Adult Protection)	Common Entry Point and Intake From Vulnerable Adult Maltreatment Report	2 years if report determined to be false or not investigated and no final disposition. 4 years if report determined to be inconclusive. 7 years if report determined to be substantiated	No
Human Services	Social Service Case Records (Forms Related to Day Care-Children)		4 years after closing or after audit	No
Human Services	Social Service Case Records (Forms Related to Day Care-Adults)		4 years after case closing or after audit	No
Human Services	Social Service Case Records (Forms Related to Foster Care - Children)		10 years after case closing or after audit	No
Human Services	Social Service Case Records (Forms Related to Guardianship of Children)		Permanent	No
Human Services	Social Service Case Records (Forms Related to Adult Public Guardianship)		10 years after case closing	No
Human Services	Social Service Case Records (Forms Related to Health Case Records)	A) Social and Medical History Report B) Psychological Report C) State Hospital Admission D) Discharge Report	4 years after case closing or after audit	No
Human Services	Social Service Case Records (Forms Related to Report of Child Born out of Wedlock)		If child is kept, destroy record 4 years after closing date. If child is placed follow adoption schedule	No

Human Services	Social Service Case Records (Forms Related to Contracts With Social Service Providers)	Agreements With Vendors to Provide Social Services	4 years after audit	No
Human Services	Social Service Case Records (Fiscal and Program Reporting)	For Individuals With Developmental Disabilities, Chemical Dependency, or Mental Illness	4 years after case closing or after audit	No
Human Services	Social Service Case Records (Records Regarding Death of a Ward or Conservatee With Developmental Disabilities, Chemical Dependency, or Mental Illness)		6 years after case closing	No
Human Services	Social Service Case Records (Retention of Consumer's Records for Individuals With Developmental Disabilities, Chemical Dependency or Mental Illness)		6 years following termination of services	No
Human Services	Social Service Case Records (Requirements for Individual Program Plans Proposing to Use a Controlled Procedure)	For Individuals With Developmental Disabilities, Chemical Dependency, or Mental Illness	6 years after implementation of controlled procedure	No
Human Services	Social Service Case Records (Required Records and Reports Authority, Required Records and Reports, County of Guardianship Responsibility)	For Individuals With Developmental Disabilities, Chemical Dependency, or Mental Illness	6 years after case closing or after audit	No

Human Services	Information and Referral Slight Service Case	Forms Including Identifying Information B) Statement of Request C) Disposal of Inquiry	4 years after case closing or after audit	No
Human Services	Volunteer Service Records	Volunteer Application Form B) Cumulative Service Record C) Request For Services D) Disposition of Services and Evaluations E) Inactive Volunteer Reports	1 year after closing	No
Human Services	Licensing Records	Licensing File, Licensing Investigations	7 years	No
Human Services	Support and Enforcement Case Reports	1) Referral to Support 2) Assignment of Support 3) Divorce Decree 4) Application for IV-D Services 5) Court Orders and Referral 6) Absent Parent Papers. A) Absent Parent Questionnaire B) Request to DHS For Assistance in Locating Absent Parent C) Summary of Contacts and Efforts to Locate 7) Affidavits 8) Copy of URESA Complaint 9) Sheriff's Department Information Sheet 10) Citizen's Complaints 11) Copies of Subpoenas 12) Face Sheet 13) Casework Abstracts 14) Intra- and Inter- Office Memos A) Eligibility Technicians B) Accounting C) County Attorney's Office 15) Correspondence	3 years after case closing or after audit. Non-Welfare cases: 21 years from youngest child's birth date	No
Human Services	Pre-Admission Screening	To Determine Admission to Nursing Home and Care. Includes Quality Assistance Reports or Per- Admission Screening	4 years after case closing or after audit	No

Human Services	Energy Assistance	Forms Containing Information Regarding Eligibility of Client For Fuel Assistance. Includes Vendor Remittance Applications, Income Verifications, Landlord Agreement EAP Gross and Household Income Worksheet, Intake Document, Abstracts, Remittance device, Sub Grantee Invoice, Quarterly Progress Notes, Budget Grant Agreements, Etc.	4 years after case closing or after audit	No
Human Services	Advisory Committee Records	Includes Minutes and Agendas For Advisory Committees, Community Health Task Forces, Social Services Task Forces, Mental Health Task Forces, Etc.	4 years, Minutes: Permanent or transfer to State Archives	Yes
Human Services	Fraud Investigation	Data and Forms Relating to Investigation of Fraud Reports	4 years after case closing or completion of Investigation	No
Sheriff / Law Enforcement	Accident Reports	Officers Report of an Accident Investigation Conducted by him/her and Required by State Law, Indicating Drivers Names, Date of Birth, Address, Passengers, Cause of Accident, Amount of Damage, Injuries, and Drawing of Accident With Description	3 years	No
Sheriff / Law Enforcement	Accounts Payable Records	Copies of Monthly Abstracts For Bills	2 years	No
Sheriff / Law Enforcement	Admission Release Records		2 years after inmate discharge	No
Sheriff / Law Enforcement	Adult Case Files	Written Reports of Investigation or Action Taken by Deputy,. Reports Regarding Criminal Investigations and Non-Criminal Action Taken or Investigated Including Miscellaneous Reports, Criminal Offense Reports, and Supporting Documents	10 years unless homicide, then retain permanently	No

Sheriff / Law Enforcement	Apprehension and Detention Orders	Orders From Court/Probation Officers With Reference to The Rules Sent Forth Regarding and Inmate During His Incardination and Often For Behavior and Rules Afterward	Until inmate off probation	No
Sheriff / Law Enforcement	Arson	Arson Reporting Immunity Law, Disclosure of Information Insurance Company to Release to Authorized Person	6 years	No
Sheriff / Law Enforcement	Board of Prisoners Billing	Bills Sent to Other Jurisdictions For Boarding Their Prisoners	2 years	No
Sheriff / Law Enforcement	Bookkeeping Records For Jail and Civil Process Transactions	Records of Deposit Slips, Transaction Records Within The System, Prisoner and Huber Transactions, Billing and Receipting of Fees to/From Other Agencies and Attorneys	6 years	No
Sheriff / Law Enforcement	Child Abuse/Maltreatment of Minors	A) Substantiated Reports: Records Maintained by Police/Welfare With Availability to Prosecuting Authority For Disclosure of Name Substantiated Report	7 years after date of final entry in case record MS 626.556, Sub. 11 (B)	No
Sheriff / Law Enforcement	Child Abuse/Maltreatment of Minors	B) Unsubstantiated Reports	1 year See statute for procedure. MS 626.556, Sub. 11 (A,C)	No
Sheriff / Law Enforcement	Civil Action Books	Lists Date, Type of Action, Attorney, Plaintiff, Defendant, Fees Charged For All Actions Served	20 years	No
Sheriff / Law Enforcement	Civil Process (Sheriff's Day Book)	The Means by Which Court Obtains Jurisdiction Over a Cause of Action to Determine Personal or Property Rights and The Authority to Enforce it's Orders Against all Parties to The Action	5 years	No
Sheriff / Law Enforcement	Commitments: Adult	Order of The Court Showing The Name of The Person to be Committed and The Location of The Commitment	5 years	No

Sheriff / Law Enforcement	Commitments: Juvenile	Order of The Court Showing The Name of The Person to be Committed and The Location of The Commitment. Legal Document From Sentencing Court Which Authorizes Confinement at The Jail Facility	Seek permission from juvenile court to destroy when juvenile reaches 18	No
Sheriff / Law Enforcement	Contingent Fund Records	Documents Relating to Funds Received From and Paid Back to Sheriff's Contingent Fund; County Claims, Travel Requests and Documentation of Claim	6 years	No
Sheriff / Law Enforcement	Court Orders From Court Services and Probate Court	Documents Relating to Orders to Sheriff to Find and Take into Custody Certain Individuals for The Court .	5 years	No
Sheriff / Law Enforcement	Court Orders Served Worksheet	Worksheet Showing Date Received, Issuing Court, Plaintiff, Defendant, Person Served, Attorney of Record, Letter of Instruction, if Sent	5 years	No
Sheriff / Law Enforcement	Criminal Records	Availability Public Employment or Licensing Purposes. Convenience Copy From BCA, NCIC-FBI, or NLETS	Destroy immediately after usefulness	No
Sheriff / Law Enforcement	Criminal Warrants- Cancelled	Documents Relating to Warrants of Arrest Issued by Courts That Have Been Cancelled	5 years or return to court when no longer in effect or valid	No
Sheriff / Law Enforcement	Delinquent Mobile Home Tax Books	Books Showing Delinquent Mobile Home Taxes for Warrants and Citations, Correspondence, Receipt Books Showing Money Collected and Dispersed.	6 years	No
Sheriff / Law Enforcement	Delinquent Tax Receipts	Receipts Issued to Person/Company For Delinquent Personal Property Taxes. List Also Given to Clerk of District Court	6 years	No

Sheriff / Law Enforcement	Notification of Persons Released From State Correctional Facilities	To Advise Sheriff That Person Released is in His Jurisdiction. Copy From The Statewide Criminal Justice Telecommunications Network	Destroy at the discretion of the receiving agency	No
Sheriff / Law Enforcement	Executions Served Worksheets	Time Card Showing Employee's Activities. Daily Log of Staff	6 years	No
Sheriff / Law Enforcement	Explosive Use Permits	Applicants Name, Address and Personal Information to be Checked With The BCA for Clearance to Obtain and Explosive Use Permit	3 years	No
Sheriff / Law Enforcement	Firearm Applications/Permits	Applicant Names, Addresses, and Personal Information. Permits are to Obtain and or Carry a Handgun. Includes Application to Purchase and a Copy of The Firearm Permit to Carry	Permanent	No
Sheriff / Law Enforcement	Food Service Records		1 year	No
Sheriff / Law Enforcement	Gunshot Wound Records	Physicians, Surgeons, Hospital Mgrs. And Other Health Professionals Shall Report Gunshot Wounds They Treat to The Sheriff	7 years	No
Sheriff / Law Enforcement	Huber Release Records	Permission From The Courts to Allow For Inmate Work Outside The Jail, Sign In/Out Sheets For Control of Hours Worked, Record of Payment For This Privilege, and Monies Paid to The Court by Their Order	6 years	No
Sheriff / Law Enforcement	Initial Complaint Report	First Record of All Calls For Service or Reports of Offenses Received. Date and Time Call was Received; Name of Victim, Witness or Reporting Party; Times Showing When Deputy was Assigned, Arrived and Cleared; Who Took Call, Short Narrative.	3 years	No

Sheriff / Law Enforcement	Initial Complaint Reports of Transports of Prisoners	Documents Relating to All Transportations of Individuals Showing Date, Time, Name of Person, By Whom, and to Where Transported	3 years	No
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	A) Chronological Record of Events	5 years then transfer to State Archives for selection and disposition	Yes
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	B) I.D. of Undercover Agents, Informants, Victims of Sexual Assault or Intra-Familial Sex Abuse	5 years	No
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	C) Arrest Warrant Indices Until Taken into Custody, Served or Appear Before Court	5 years	No
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	D) Description of Stolen, Lost or Recovered Property	5 years	No
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	E) Program Data	5 years	No
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	F) Deliberative Processes or Investigative Techniques, Final Opinion or Justification	5 years	No
Sheriff / Law Enforcement	Incident Complaint Logs (Dockets)	G) Inmate Count Report	5 years	No
Sheriff / Law Enforcement	Inmate Financial Records	Records of Inmates Financial in/out Status During Incarceration	2 years	No
Sheriff / Law Enforcement	Inmate History Card	Summary Card Showing All Transactions Involving Individual Inmates, Filed After Discharge, and Kept in Booking Room During The Incarceration	Retain Permanently or transfer to the State Archives	Yes
Sheriff / Law Enforcement	Inmate Incident Reports	Jailer/Officers Report Giving Particulars in Case of Accident/Incident to Inmate While Incarcerated in the Jail. Such Incident Will Also be Located in The Daily Log	2 years	No

Sheriff / Law Enforcement	Inmate Medical Record.	Any and All Medical Activity Involving Each Inmate During Incarceration; All Doctors Visits, Doctors Directions, Medicine Administered and Directed, Medical Complaints and Doctor's Name Seen or Consulted	7 years after inmate discharge	No
Sheriff / Law Enforcement	Inmate Visitor Registration Log/Jail Visitor Register	Sign in Log Stating Name of Visitor, Relation to Inmate Being Seen, Date, Time, and Name of Inmate Seen	5 years	No
Sheriff / Law Enforcement	Investigations	A) Active: Cases Involved in an Ongoing Investigation B) Inactive: Closed Cases Concluded by Prosecution, Investigative Conclusion or Being Outdated by a Certain Period	Until statute of limitations expires	No
Sheriff / Law Enforcement	Jail Inventory	Physical Inventory of Furnishings and Equipment to Jail	Until superseded	No
Sheriff / Law Enforcement	Jail Register Books: Adult	Booking Ledger That Lists Inmate's Name, Commitment Number, Admit/Discharge Date, Offense, Length of Sentence, Type of Discharge; I.E. Parole, Furlough, Completion of Sentence	Retain Permanently or transfer to the State Archives	Yes
Sheriff / Law Enforcement	Jailer's Daily Activity Log	Documents Relating to Specific Activities of Jailers and Prisoners During Each Jailer's Shift Each Day. Chronological Record Maintained by Jailers in Regard to Daily Events Including Security Checks and Routine Occurrences	Permanent	No

Sheriff / Law Enforcement	Juvenile Case Files	All Information Dealing With The Involvement of Juveniles in Incidents Outside the Law Prior to Their Emancipation at Age 18. Also Includes Non-Criminal Activity Involvement in Any Matter Pending Investigation by Law Enforcement	Seek permission from juvenile court to destroy when juvenile reaches 18	No
Sheriff / Law Enforcement	Juvenile Detention Book	Lists Name, Address, Date of Birth, Offense, Date of Release, and Date Booked for All Juveniles Jailed	Permanent	No
Sheriff / Law Enforcement	Local Identification File	Local Level Only. Contains Prisoner Information Including Name, Address, Offense, Date of Birth, Length of Incarceration, Arresting Agency, Nearest Relative and Historical Information About a Person's Activities While in Jail, Mug Shot, Fingerprints in The Local Jurisdiction	5 years after last contact. The BCA does not recommend retention of this data at all	No
Sheriff / Law Enforcement	Maltreatment of Vulnerable Adults	A) Substantiated Reports: Records Maintained by Police/Welfare With Availability to Prosecuting Authority for Disclosure of Name of Substantiated Report	7 years MS 626.557, Sub. 12	No
Sheriff / Law Enforcement	Maltreatment of Vulnerable Adults	B) Unsubstantiated Reports	4 years MS 626.557, Sub. 12	No
Sheriff / Law Enforcement	Maltreatment of Vulnerable Adults	C) False Reports	2 years MS 626.557, Sub. 12	No
Sheriff / Law Enforcement	Master Index: Adults	Any and all Instances of Reporting any Subject For Action Necessary by an Officer, Court Dispositions Regarding Violations, and all Criminal Activity - Any Dealings With any Subject Needing Police Attention	10 years after last contact	No

Sheriff / Law Enforcement	Master Index: Juvenile	Any and all Instances of Reporting any Subject For Action Necessary by an Officer, Court Dispositions Regarding Violations, and all Criminal Activity - Any Dealings With any Subject Needing Police Attention	10 years after last contact	No
Sheriff / Law Enforcement	Mortgage Foreclosure Books and Worksheets	Books Showing Mortgagor, Mortgage, Date of Sale, Attorney of Record, and Purchase Price	Retain books permanently or transfer to the State Archives retain worksheets 10 years	Yes
Sheriff / Law Enforcement	Officer Investigative Progress Reports	Deliberative Processes or Investigative Techniques, Final Opinion or Justification. Officers Views	As long as case file maintained	No
Sheriff / Law Enforcement	Operation Identification Itemization	A List of Items Marked With a Selected Number, Location of Such Number, and Article Name, Kept For any Participating Person	Permanent	No

Sheriff / Law Enforcement	Portable Recording System	<p>(a) Portable recording system data that are not active or inactive criminal investigative data and are not described in paragraph (b) or (c) must be maintained for at least 90 days and destroyed according to the agency's records retention schedule approved pursuant to section 138.17.</p> <p>(b) Portable recording system data must be maintained for at least one year and destroyed according to the agency's records retention schedule approved pursuant to section 138.17 if:</p> <p>(1) the data document (i) the discharge of a firearm by a peace officer in the course of duty if a notice is required under section 626.553, subdivision 2, or (ii) the use of force by a peace officer that results in substantial bodily harm; or</p> <p>(2) a formal complaint is made against a peace officer related to the incident.</p> <p>(c) Portable recording system data that document a peace officer's use of deadly force must be maintained indefinitely.</p> <p>(d) If a subject of the data submits a written request to the law enforcement agency to retain the recording beyond the applicable retention period for possible evidentiary or exculpatory use related to the circumstances under which the data were collected, the law enforcement agency shall retain the recording for an additional time period requested by the subject of up to 180 days and notify the requester that the recording will then be destroyed unless a new request is made under this paragraph.</p>	1 year	No
Sheriff / Law Enforcement	Prisoner Property Envelopes Showing Signed Release	Lists Prisoner's Name, Date of Arrest, and Personal Property's Taken of From His Before Being Put in a Cell, and Date and Signature When Items Returned	2 years after release	No
Sheriff / Law Enforcement	Property Lists	Description of Stolen, Lost, or Recovered Property	2 years after sheriff's sale	No
Sheriff / Law Enforcement	Radio/Dispatch Logs	Documents Relating to Calls Taken by Dispatcher and Referred to a County Police Department	5 years	No
Sheriff / Law Enforcement	Receipt Books	Receipts Made Out For Cash or Property Received	6 years	No

Sheriff / Law Enforcement	Sheriff's Trust Fund/Checking Account Records	Bank Statements, Deposited Slips, and Cancelled Checks of Sheriff's Trust Fund. All Refund Checks and Deposits For Civil Process Fees and Trust Account	6 years	No
Sheriff / Law Enforcement	Shift Activity Report: Supervisors	Summary of Department Activity Occurring During a Supervisor/Watch Commander's Shift	2 years	No
Sheriff / Law Enforcement	Staff Training Records	Records of Hours of Training for Sheriff's Personnel	Until termination	No
Sheriff / Law Enforcement	Statistical Reports of Inmates	Monthly Reports Generated Which Show How Many Commitments Have Been Received, Number of Inmates, When Released, and Time Spent	2 years	No
Sheriff / Law Enforcement	Summons, Subpoenas, and Complaints Served, Worksheets, and Officers Logs	Summary of Department Activity Occurring During a Supervisor/Watch Commander's Shift	5 years	No
Sheriff / Law Enforcement	Tow Slips/Reports	Record of All Vehicles Towed by Department	5 years	No
Sheriff / Law Enforcement	Warrant Files	Arrest Warrant Exists Until Taken Into Custody, Served, or Appear Before Court	Until Warrant Cancelled	No
Sheriff / Law Enforcement	Warrants For Intercepting Communications	Court Warrant Approving Interception of Wire or Oral Communication	3 years	No
Veterans Service	572/Request For Change of Address		10 years	No
Veterans Service	1-9/Appeal to Board of Veteran Appeals		10 years	No
Veterans Service	9-16-6A/Application of Total Disability/Income Provision (Non-Medical)		10 years	No

Veterans Service	10-10F/Application For Medical Benefits Asset-Insurance Data		10 years	No
Veterans Service	10-10M/Application For Medical Benefits Medical Certificate and History		10 years	No
Veterans Service	10-10R/Application For Readmission to Hospital or Domiciliary		10 years	No
Veterans Service	10-583/Claim For Payment of Cost of Unauthorized Medical Services		10 years	No
Veterans Service	10-194/Application For Adaptive Equipment - Motor Vehicle		10 years	No
Veterans Service	10-7079/Request For Outpatient Medical Services		10 years	No
Veterans Service	21-121/Application For Burial Allowance and Accrued Amounts Payable as Reimbursement		10 years	No
Veterans Service	21-509/Statement of Dependency		10 years	No
Veterans Service	21-524/Statement of Person Claiming to Have Stood in Relation of Parent		10 years	No
Veterans Service	21-526/Veteran's Application For Compensation or Pension		10 years	No

Veterans Service	21-526E/Veteran's Application For Compensation or Pension at Separation From Service		10 years	No
Veterans Service	21-527/Income-Net Worth and Employment Statement		10 years	No
Veterans Service	21-530/Application For Burial Allowance		10 years	No
Veterans Service	21-534/Application For Dependence and Indemnity Compensation or Death Pension by Widow or Child		10 years	No
Veterans Service	21-535/Application For Dependency and Identity Compensation by Parents		10 years	No
Veterans Service	21-551/Application For Accrued Benefits by Veteran's Widow (Widower), Child or Dependent Parent		10 years	No
Veterans Service	21-601/Application For Reimbursement From Accrued Amounts Due a Deceased Beneficiary		10 years	No
Veterans Service	21-609/Application For Amounts Due Estates of Persons Entitled to Benefits		10 years	No

Veterans Service	21-614/Application For Accrued Amounts of Veteran's Benefits Payable to Widow, Widower, Child or Dependent Parents		10 years	No
Veterans Service	21-651/Election of Compensation or Pension in Lieu of Retired Pay or Naive of Retired Pay to Secure Compensation or Pension From Veterans Administration		10 years	No
Veterans Service	21-674/Request For Approval of School Attendance		10 years	No
Veterans Service	21-686C/Declaration of Marital Status		10 years	No
Veterans Service	21-1775/Statement of Disappearance		10 years	No
Veterans Service	21-2680/Examination of Household Status or Need For Regular Aid and Attendance		10 years	No
Veterans Service	21-4100/Statement of Income and Net Worth		10 years	No
Veterans Service	21-4103/Information From Remarried Widow		10 years	No
Veterans Service	21-413B/Statement in Support of Claim		10 years	No
Veterans Service	21-4142/Authorization for Release of Information		10 years	No

Veterans Service	21-4165/Pension Claim Questionnaire for Farm Income		10 years	No
Veterans Service	21-41B3/Application for Dependence and Identity Compensation by Child		10 years	No
Veterans Service	21-4185/Report of Income From Property or Business		10 years	No
Veterans Service	21-4502 Application For Automobile or Other Conveyance and Adaptive Equipment		10 years	No
Veterans Service	21-4555/Veteran's Initial Application in Acquiring Specially Adapted Housing		10 years	No
Veterans Service	21-6783/Report of Income From Sale of Property (Old Law)		10 years	No
Veterans Service	21-6897/Statement of Income and Net Worth - Disability		10 years	No
Veterans Service	21-B416/Request For Information Concerning Medical, Legal or Other Expenses		10 years	No
Veterans Service	21-8416A/Request For Information Concerning Family Unusual Medical Expenses		10 years	No
Veterans Service	21-8796/Statement of Termination of Marital Relationship		10 years	No
Veterans Service	22-1900/Disabled Veteran's Application For Vocational Rehabilitation		10 years	No

Veterans Service	22-1990/Veteran's Application For Program of Education or Training		10 years	No
Veterans Service	22-1990A/Service man's Application For Program of Education or Training		10 years	No
Veterans Service	22-1990P/Service man's Application For Pre-Discharge Educational Program (Prep)		10 years	No
Veterans Service	22-1990T/Application and Enrollment Certification For Individualized Tutorial Assistance		10 years	No
Veterans Service	22-1995/Request For Change of Program or Place of Training (Chapter 34)		10 years	No
Veterans Service	22-5490/Request For Change of Program or Place of Training (Son or Daughter)		10 years	No
Veterans Service	22-5490W/Request For Change of Program or Place of Training (Widow or Widower Wife or Husband)		10 years	No
Veterans Service	22-B725/Application For Educational Loan		10 years	No
Veterans Service	23-22/Application of Service Organization as Claimant's Representative		10 years	No
Veterans Service	26-1802/Application For Home Loan Guaranty or Insurance		10 years	No

Veterans Service	26-1802B/Application For Home Loan Guaranty Refinancing Loan		10 years	No
Veterans Service	26-1817/Application For Determination of Basic Eligibility - Unremarried Widow		10 years	No
Veterans Service	26-1880/Request For Determination of Eligibility and Available Loan Guaranty Entitlement		10 years	No
Veterans Service	26-6381/Application For Release From Personal Liability to The Government on a Home Loan		10 years	No
Veterans Service	26-6382/Statement of Purchaser or Owner Assuming Seller's Loan		10 years	No
Veterans Service	26-B621/Certificate of Veteran's Status For FHA Loan		10 years	No
Veterans Service	26-B641/Application For Guaranty of Loan to Purchase Mobile Home		10 years	No
Veterans Service	29-336/Designation of Beneficiary and Optional Settlement		10 years	No
Veterans Service	29-352/Application For Reinstatement (Medical) (USGLI and NSLI)		10 years	No

Veterans Service	29-352A/Supplemental to Insurance Medical Application		10 years	No
Veterans Service	29-353A/Application For Reinstatement (Non-Medical - Insurance Age 50 and Under) (Government Life Insurance and or TDIP)		10 years	No
Veterans Service	29-357/Claim For Disability Insurance Benefits		10 years	No
Veterans Service	29-358/Application For Conversation - Government Life Insurance		10 years	No
Veterans Service	29-358A/Application For Exchange to Special Endowment at Age 96 Plan - USGLI		10 years	No
Veterans Service	29-380/Application For Protection of Commercial Life Insurance Policy (Under Soldier's and Sailor's Civil Relief ACT)		10 years	No
Veterans Service	29-888/Insurance Deduction Authorization		10 years	No
Veterans Service	29-1546/Application For Cash Surrender Value - Government Life Insurance		10 years	No
Veterans Service	29-1547/Application For Policy Loan - Government Life Insurance		10 years	No

Veterans Service	29-1606/Application For Total Disability Income Provision (Medical)		10 years	No
Veterans Service	29-4125/Claim For One Sum Payment (All Policy Prefixes)		10 years	No
Veterans Service	29-4125A/Claim For Monthly Payments (NSLI)		10 years	No
Veterans Service	29-4125K/Claim For Monthly Payments (USGLI) (K Prefix Policies Only)		10 years	No
Veterans Service	29-4125-1 Table For Monthly Payments (Options 2,3, and 4 - Policy Prefix V and H Only)		10 years	No
Veterans Service	299-4125-2/Table For Monthly Payments (Option 2,3, and 4 - Policy Prefix J, Jr and JS Only)		10 years	No
Veterans Service	29-4125-3/Tables For Monthly Payments (Options 2,3, and 4 - Policy Prefixes RS and RH Only)		10 years	No
Veterans Service	29-4125-5/Tables For Monthly Payments (Options 2,3, and 4 - Policy Prefixes K Only)		10 years	No
Veterans Service	29-4337.Authorization For Release of Information From Insurance Records		10 years	No
Veterans Service	29-4364/Application For National Service Life Insurance (Medical) (RH)		10 years	No

Veterans Service	29-8283/Claim For Death Benefits (SGLI and VGLI)		10 years	No
Veterans Service	29-8285/Request For Insurance		10 years	No
Veterans Service	29-B286/Servicemen's Group Life Insurance Election		10 years	No
Veterans Service	29-B485/Application For Ordinary Life Insurance (Replacement Insurance For Modified Life Reduced at Age 65)		10 years	No
Veterans Service	29-B485A/Application For Ordinary Life Insurance (Replacement Insurance For Modified Life Reduced at Age 70)		10 years	No
Veterans Service	29-B713/Application For SGLI (Retired Reservists)		10 years	No
Veterans Service	29-B714/Application For VGLI (Submitted Within 120 Days of Separation)		10 years	No
Veterans Service	29-8714-2/Application For VGLI (Submitted Within One Year Following 120 Days After Separation)		10 years	No
Veterans Service	29-8715/Application For Veterans Group Life Insurance (Veterans Separated Before August 1, 1974)		10 years	No

Veterans Service	40-1330/Application For Headstone or Marker		10 years	No
Veterans Service	60-2008/Application For US Flag For Burial Purposes		10 years	No
Veterans Service	60-3288/Request For and Consent to Release of Information From Claimants Records		10 years	No
Veterans Service	Defense Department Forms	DD-3/Application For Gold Star Lapel Button	10 years	No
Veterans Service	Defense Department Forms	DD-149/Application For Correction of Military or Naval Record	10 years	No
Veterans Service	Defense Department Forms	DD-293/Application For Review of Discharge or Separation From The Armed Forces of The US	10 years	No
Veterans Service	Defense Department Forms	DD-1172/Application For Uniformed Services Identification and Privilege Card	10 years	No
Veterans Service	Defense Department Forms	DD-1881/Survivor Benefit Plan Election Certificate - By Existing Retiree (P.L. 92-425)	10 years	No
Veterans Service	Defense Department Forms	DD-1882/Survivor Benefit Plan Election Change (P.L. 92-425)	10 years	No
Veterans Service	Defense Department Forms	DD-1883/Survivor Benefit Plan Election Certificate (P.L. 92-425)	10 years	No
Veterans Service	Defense Department Forms	DD-1883/Survivor Benefit Plan Election Certificate (P.L. 92-425)	10 years	No
Veterans Service	Defense Department Forms	DD-1885/Survivor Benefit Plan Minimum Income Claim (P.L. 92-425)	10 years	No
Veterans Service	Defense Department Forms	SF-180/Request Pertaining to Military Records	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	BC-600/Application For Search of Census Records	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	HA-501/Request For Hearing-Social Security Administration	10 years	No

Veterans Service	Miscellaneous Forms of Other Government Agencies	SSA-1696/Appointment of Representative Social Security Administration	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	HA-520/Request For Review of Hearing Examiner's Action - Social Security Administration	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	SSA-561/Request For Reconsideration - Social Security Administration	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	SF-223/Power of Attorney by Individual to a Bank For The Collection of Checks Drawn on The Treasurer of The US	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	CSC-307/Designation of Representative (us Civil Service Commission)	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	SF-15/Claim For 10 Point Veteran Preference	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	SF-170/Application For Federal Employment	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	POD-3575/Change of Address Order (Post Office)	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	65A-6751/Order For Photocopies Concerning Veteran (Records of Veterans Who Served in The US or Confederate Armed Forces Prior to World War 1)	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	MA-7-53/Application For Armed of Exemplary Rehabilitation Certificate	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	FCSC-289/Application For Prisoners of War Compensation Under Public Law 91-289 (Foreign Claims Settlement Commission of The US) Information Gathered Through Agent Orange Information and Assistance Act.	10 years	No

Veterans Service	Miscellaneous Forms of Other Government Agencies	DVA 0001-02 Parts 1 and 2 Application For Subsistence and/or Medical Benefits	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	DVA 00025-02/Budget Work Sheet	10 years	No
Veterans Service	Miscellaneous Forms of Other Government Agencies	DVA 14A/Report of Investigation	10 years	No
Veterans Service	DVA-101/Eligibility Board Action, Budget	Duplicate	10 years	No
Veterans Service	DVA 106/Monthly Income Report-Duplicate		10 years	No
Veterans Service	DVA 204-205/Authorization For Release of Information		10 years	No
Veterans Service	DVA 207 and 270/Voucher to Pay Vendor For Services	Duplicate	10 years	No
Veterans Service	DVA 259/Budget and Home Visit - Reports	Duplicate	10 years	No
Veterans Service	DVA 260/Medical Report and Reports From Doctors, Hospitals	Duplicate	10 years	No
Veterans Service	Billing Submitted to D.V.A. For Payment. I.E., Electricity, Fuel, Shelter, Rubbish	Copies	10 years	No
Veterans Service	Conversations by Phone or Personal Contacts	Notes in File	10 years	No
Veterans Service	County Court, Probate Division, Petition For Judicial Commitment	Duplicate	10 years	No

Veterans Service	Daily Contact Sheets		10 years	No
Veterans Service	General Correspondence	Duplicate, Vet/Department to V.A., or State of Minnesota, Department of Veterans Affairs.	10 years	No
Veterans Service	Income Questionnaire	Copy	10 years	No
Veterans Service	Monthly Reports	Compiled of Information on Daily Contact Sheets	10 years	No
Veterans Service	Statement in Support of Claim		10 years	No
Veterans Service	Submission Letters to State of Minnesota, Department of Veterans Affairs, Regional Center Government Office		10 years	No
Veterans Service	V.A. Annual Income Questionnaire Cards, Report of Income by Calendar Year	Duplicate	10 years	No
Veterans Service	Veterans Index Card		10 years	No

### General Records Retention Schedule for County Auditors and Treasurers

Code	Title	Description	Retention Period	Classification	Class Citation	Function Statute
FIN001	Account Activity Report	Final Year End Report showing all financial activity including Revenues, Expenditures and Journal Entries	20 Years	Public	MS 13.03 MS 13.43 MS 13.46	MS 385.04 MS 384.14 MS 13.43 MS 13.46

FIN002	Annual Audit Report (Facts & Findings from OSA/CPA - unless included as part of your Annual Financial Statement FIN003)	A copy of the annual audit by the state auditor or by a CPA firm must be available for inspection	7 years	Public	MS 13.37	MS 6.481
FIN003	Annual Audited Financial Statement or CAFR	Report comprising the financial report of the County that complies with the accounting requirements of the Governmental Accounting Standards Board (GASB)	Permanent (transfer to State Archives after 7 years)	Public	MN 13.03	MS 356.20 MS 477A.017
FIN004	Bank Statement and Reconciliations	Balancing of daily and monthly transactions and accounts	6 years	Public	MS 13.03 MS 13.43	MS 385.04
FIN005	Budget and Audit Workbooks	schedules and documents used to calculate the information reported in the annual financial statements	6 years	Public	MS 13.03	
FIN006	Investment Records	Documentation supporting investment records. Pledge reports showing pledged securities for safekeeping of county funds as collateral for deposits over FDIC limits, Brokers Certificates	6 years	Public	MS 13.03	MS 118A
FIN007	NOTE* Record FIN007 skipped in State model schedule	This entry intentionally left blank				
FIN008	Warrant & Claims Invoices	All invoices, accounts payable, vouchers, orders and other disbursements by the County	6 years	Public	MS 13.03	MS 384.14 MS 13.43 MS 13.46
FIN009	Federal Equitable Sharing Agreement Certification	Annual Certification of any funds received & how they are spent. This is for assets seized for a federal crime that the County gets a share of	6 years	Public	MS 13.03 Freedom of Information Act 5 U.S.C. 552	Dept. of Justice Money Laundering & Asset Recovery Section (MNLARS)

TAX001	Abatements & Additions	Adjustments to current year property tax roll	6 years	Public	MS 13.03	MS 375.192
TAX002	Annexation: Order for Annexation of Unincorporated Property	Documents for updating the tax system for levy calculations. Permanent record in Recorder's Office.	6 years	Public	MS 13.03	MS 414
TAX003	Annexation: School Petitions for Boundry Line Changes	Petitions or request for boundary line changes for school districts	10 years; then transfer to State Archives	Public	MS 13.03	MS 414.067(3) ) MS 123A.45(1-3)
TAX004	Annual Tax Levy Files	Documents include: - Levy from taxing districts - Fiscal disparity files - Tax levy Certification Reports -Audit & Proofing Records -Tax Apportionments-Abstracts & Supplements	6 years	Public	MS 13.03	MS 275.065 MS 275.025 Chapter 473F Chapter 276A MS 275.07 MS 270C.89 MS 275.29

TAX005	Assessment Books, Tax Lists & Rolls (Books)	Current tax year lists separated into taxing districts (R.E., Personal Prop, Mobile Home, & Trans Lines)	10 years; then transfer to State Archives years ending in "0" and "1"	Public	MS 13.02 MS 13.03	MS 276.04 MS 429.061 MS 277.279 MS 357.021 MS 357.09 MS 287.05 MS 274.04
TAX006	Final Property Tax Statements	Certified Tax Statement in which receivables are created	6 years	Public	MS 13.03	MS 276.04
TAX007	Proposed Tax Statements	Proposed Tax Statements	Until Certified Statements are Final	Public	MS 13.03	MS 275.065 MS 275.025 Chapter 473F Chapter 276A MS 275.07 MS 270C.89 MS 275.29
TAX008	Changes Made to Taxpayer Records	Documents received to modify taxpayer records	2 years	Public	MS 13.03	Department Policy
TAX009	Debt Service Bonds	Includes amount of levy to be spread, number of years, interest rates, etc.	Until debt is retired and after audit	Public	MS 13.03	MS 475.61 MS 475.62

TAX010	Drainage Ditch Documents (other)	Documents include: -Tabular Statement of all Land Owners benefited by construction of waterway (Viewer's Report) - Petitions -Attorney opinions -Drainage Authority meeting minutes -Individual ditch cash balances - Engineers' Reports -Other correspondence	Permanent	Public	MS 13.03	MS 103E
TAX011	Drainage Ditch Liens	Multi-year liens are recorded and retained by the Recorder'sOffice as Permanent. Annual liens are approved by Board and retained permanently as part of the Board packet and minutes.	Until paid off and Audited. Multi-year liens retained permanently by Recorder's Office	Public	MS 13.03	MS 103E.605 MS 103E.611 MS103E.731
TAX012	Manufactured & Real Property Certificates	Certifications of taxes owed or that all taxes have been paid	1 year	Public	MS 13.03	MS 168A.142 MS 278.09
TAX013	Outstanding Indebtedness Reports and State Annual Debt Report	Annual report of debt for each taxing authority	6 years	Public	MS 13.03	MS 471.70
TAX014	Payments inLieu of Taxes (PILT)	Exempt organizations make payment in lieu of taxes. List of certified parcels making PILT Payments.	6 years	Public	MS 13.03	MS 272.68 MS 469.040 MS 477A.11-477A.14 MS 477A.17
TAX015	Property Splits or Inputs for Tax Records (also includes rural service district changes)	Documentation of property splits to update tax records. Department responsibility determined by individual county.	6 years	Public	MS 13.03	MS 272.162

TAX016	Property Tax Payment & Distribution Files (Settlement)	Breakdown of all advalorem and non-advalorem payments collected and settled to the taxing jurisdictions	6 years	Public	MS 13.03	MS 276.10 MS 276.111 MS 276.112 MS 127S.34 MS 298.75
TAX017	School Tax & Abatement Records	Reports to the Dept of Ed & each School District that list taxes paid and tax abatements to school taxes	6 years	Public	MS 13.03	
TAX018	Senior Deferral Notifications	Yearly notification to taxpayer of the cumulative total of deferred tax amounts	1 year after notification from the state that all deferral amounts have been paid/satisfied	Public	MS 13.03	MS 290B.04 MS 290B.05
TAX019	Special Assessment Records	Documents include:- Changes - Rolls from taxing districts- Resolutions	length of special assessment plus audit year	Public	MS 13.03	MS 429.061 MS 429.101 MS 116A.17 MS 103D.091

TAX020	State Orders on State Assessed Propertied	State orders from MN DOR for Railroad, and Public Utility properties	6 years	Public	MS 13.03	MS 270.071 - 270.079 MS 270.80- 270.87 MS 273.33 MS 270.072(2 ) MS 270.81(3)
TAX021	Tax Increment File / Economic Tax Abatement Records	Documents include Plans, impacted parcels, yearly certifications, etc.	6 years after decertification	Public	MS 13.03	MS 469.174 - MS 469.1794
TAX022	Tax Payment Listing	Date, amount paid and who made the payment. Includes Personal, RE, & MH Tax.	6 years	Public	MS 13.03	MS 429.061 MS 277.279 MS 357.021 MS 357.09 MS 287.05
TAX023	Vacation and Width of Highway	Orders from Commissioner of Transportation vacating a trunk highway	Permanent in the County Recorders Office	Public	MS 13.03	MS 161.165(6 )

TAX024	Bankruptcy Court Correspondence	Letter pertaining to County property owners filing bankruptcy	7 years	Private		MS 386.45 21(g) Federal Bankruptcy Act 11 USCA 1 U.S.C. 362(b)(9)( 8)
TAX025	Confession of Judgments	Original contracts, payment records and any other correspondence	6 years after final payment	Public	MS 13.03	MS 279.37
TAX026	Delinquent Real & Personal Property Tax list	List showing by taxing dist. Which taxpayers have and how much delinquent tax they owe	6 years	Public	MS 13.03	MS 270C.728
TAX027	Forfeiture Files	Resolutions, Letters of Interest, Expiration of Redemption, Cancellations, Parcel IDs, Auction and sale records, Sheriff service, Statement of Person or Corp, any other documents	10 years	Public	MS 13.03	MS 279.33 MS 279.34 MS 281 MS 282 MS 284
ELEC001	Absentee Voting Applications	Applications that are required in order for a voter to vote by absentee	22 months (6 yrs. For UOCAVA)	Public / Private	MS 13.03 MS 203B.04 42 U.S.C 1973(f)(f)	203B 204B.35 204C.13 MR 8210
ELEC002	Affidavit of Candidacy	Application by candidates to place name on ballot	22 months	Public	MS 13.02(12)	MS 204B.06 MS 204B.10 MS 204B.40

ELEC003	All other Election Material not specifically addressed	Other documents including, but not limited to summary statements, rosters, incident logs, affidavits of publication, election judge oaths & reconciliation forms	22 months	Public	MS 13.03	MS 211A.02 MS 211A.03
ELEC004	Campaign Finance Reports	Published expense reports on County website.	4 years	Public	MS 13.03	MS 211A.02 MS 211A.03
ELEC005	Candidate Statement of Economic Interest	Required to be filed annually with the County Auditor for candidates and current office holders	1 year after candidate is no longer in office	Public	MS 13.03	MS 10A.09
ELEC006	Election Abstract	Original signatures of canvassing board	Permanent	Public	MS 13.03	MS 204C.32 MS 204C.33
ELEC007	Election Maps & Precinct Tables	Maps and tables showing precincts and election district information	Until Superseded / Redistributed	Public	MS 13.03	MS 201.061 MS 201.11
ELEC008	Unused/Unmarked/Non-Voted Election Ballots	Includes electronic voting system and counting programs (cards)	Dispose at the end of contest period	Public	MS 13.03	MS 204C.20 - MS 204C.29 MS 204B.40
ELEC009	Voted Election Ballots	Voted ballots including absentee ballots and rejected/spoiled (counted or uncounted)	22 months	Public / Private	MS 13.37 MS 13.03	MS 204B.40 MS 204C.25
ELEC010	Voter Registration Applications (active or inactive)	Voter Registration applications including all returned PVC cards	22 months	Private / Public	MS 13.03 MS 13.355 MS 201.091	MS 138.17 MS 201.01 - MS 201.275 MR 8200

REG001	Drivers License Application (online or paper) and related reports	Applications form the public for drivers license renewals, duplicates, MN State ID cards, Instruction permits, and donor cards.Daily report of applications forwarded to the State for all ID's, permits and cards	3 years	Public / Private	MS 13.03 MS 13.41 MS13.69 MS171.12 (7)	MS 171.06
REG002	DVS Motor Vehicle Reports	Reports include Deputy Registrar daily report, Mail and Cashier report, Prorate Deputy Report	4 years	Public / Private	MS 13.03 MS 168.346 U.S.C. 18 Sec. 2721	MS 168.33
REG003	DVS Motor Vehicle Renewal & Non-title Duplicate Applications	Motor Vehicle tab renewal slips	15 months	Public / Private	MS 13.03 MS 168.346 U.S.C. 18 Sec. 2721	MS 168.33
REG004	Game & Fish License and Reports	Report of applications processes for various licenses	3 years	Public / Private	MS 13.03 MS 13.41	MS 97A.475
REG005	Snowmobile & Watercraft Registrations	Application contains name and address of owner and a description of boat or watercraft	Forward to DNR	Public / Private	MS 13.03 MS 13.41	MS 84.82 MS 86B.415 MS 86B.830
REG006	Snowmobile & Watercraft Registration Reports	Reports contain name and address of owner, permit number issued, and fees collected	3 years	Public / Private	MS 13.03 MS 13.41	MS 84.82 MS 86B.415
MISC001	All Contracts (expired or current)	Includes contracts on county property, invoices and purchasing agreements, etc	6 years after expiration	Public	MS 13.03	MS 384.09 MS 160.17
MISC002	Attorneys Opinions	Various reference	10 years then transfer to State Archives	Public	MS 13.03	
MISC003	Auxiliary Forest Reports		2 years	Public	MS 13.03	MS 88.52
MISC004	Bids (Accepted or Rejected)	For all large county purchases and roads. Also includes sealed bids on county projects. Includes rejected bids for county purchases and roads	6 years after project completed	Public / Private	MS 13.03 MS 13.37	MS 13.37

MISC005	Capital Equipment Listing	Listing of all equipment, vehicles, buildings, furniture, land, tools, etc. held by the county and tracked for insurance or accounting purposes. Monetary limits are defined by each individual county.	6 years	Public	MS 13.03	
MISC006	Contracts (Labor Union)	Bargaining Agreements with labor unions	10 years	Public	MS 13.03 MS 13.37 MS 179.01 - MS 179.77 MS 541.05 MS 572.08 - MS 572.30	Public Employment Labor Relations Act
MISC007	Draft County Board Workpapers	Agendas, agenda packets, and information backing up resolutions.	Until the final agenda packet is approved and acted upon	Public	MS 13.03	
MISC008	Approved County Board Agenda's, Resolutions and Supporting Documentation	Agendas, agenda packets, and information backing up resolutions	Approved or acted on agendas and packets retained permanently or transferred to State Archives	Public	MS 13.03	
MISC009	County Owned Property Files	Abstracts, Deeds, Contract for Deed (permanent record in Recorders Office)	Permanent	Public	MS 13.03	MS 507.24 MS 373.02
MISC010	Grant Agreements & Supporting Documentation	Includes grant applications, agreements, expense reports, etc.	Refer to Grant Agreement	Public / Private	MS 13.03	
MISC011	Job Classification/Compensation Studies	Description of job duties of individual county positions, wage scales, position levels, and other categorization	Retain until replaced or updated	Public	MS 13.03 MS 13.43	
MISC012	Minister Ordination	Credentials allowing to solemnize civil marriage	Permanent, unless recorded in the County Recorder's Office	Public	MS 13.03	MS 517.05

MISC013	Minutes: Board	Minutes of all Board meetings	Permanent or transfer to State Archives	Public	MS 13.03 MS 13.43	MS 384.09
MISC014	Minutes: Publication	Affidavit of Publications for Board minutes	6 years	Public	MS 13.03	MS 375.12
MISC015	Minutes: Board (Tape recordings)	Tape recordings of all Board meetings	Tapes may be reused or discarded after 1 year after formal approval of written minutes by Board. Tape recordings cannot be a permanent record	Public	MS 13.03 MS 13.43	MS 38.36
MISC016	Minutes: Extension Committee	Minutes of county extension committee (if applicable, as determined by individual county)	10 years then transfer to State Archives	Public	MS 13.03	MS 379.09
MISC017	Miscellaneous Licenses and Permits and all supporting documents	Various licenses and permits such as Auctioneer, Liquor, Beer, On Sale, Precious Metal, Tobacco, Fireworks...etc including supporting documents ie: Surety Bonds required for licenses, notice of violations, and work comp schedule	6 years	Public	MS 13.03 MS 13.41	MS 330.02 MS 329.11 MS 98.50 MS 325C.73-744
MISC018	Notices of Claims for Damages	Service of summons or other legal actions against the County	Upon settlement and audit of claim	Public	MS 13.03	MS 373.07
MISC019	Naming of Public Waters	Process by which to name or rename a public water	Permanent or transfer to State Archives	Public	MS 13.03	MS 83A.05
MISC020	Notary Commission filings	Notarial certificate valid for 5 years	6 years	Public	MS 13.03	MS 359.061
MISC021	Oath of Office	Oaths for all County Officers and Local Social Service agencies	10 years (or 5 years after service)	Public	MS 13.03	MS 358.11 MS 393.02
MISC022	Other documentation affecting payroll and claims on insurance	Garnishments, Child Support, Open Enrollment, Insurance records, Timesheets	6 years	Private / Public	MS 13.03 MS 13.384 MS 13.43	

MISC023	Payroll Journal/Master File	Annual report supporting benefits, deductions, and compensation paid to employees	Permanent	Private / Public	MS 13.03 MS 13.384	
MISC024	Personnel Files	Records for each employee such as applications, references, performance evaluations, appeals, job descriptions, reprimands, resignation letters, exit interviews, training records. Certain records should NOT be retained in employee personnel files (medical records, health insurance information, I-9 forms, child support records, investigations, or any other record which in its presence, may raise an inference of discrimination)	5 years after employee's termination	Private / Public	MS 13.03 MS 13.384	
MISC025	Public Official & Contractor Performance Bond	Surety bonds to cover public officials and public entities contractors	Until office expires or contract period expires	Public	MS 13.03	MS 574.20
MISC026	Recruitment & Interview files	Applicant name and examination score, if applicable	1 yr. for all applicants	Private / Non Public / Confidential	MS 13.34 MS 13.03	
MISC027	Road & Bridge Contractor Bonds	Surety Bond for road & bridge construction	After state audit	Public	MS 13.03	MS 574.28
MISC028	Timber Growing Plat	Information from owners who plant trees and are requested appropriation from State Agency	1 year	Public	MS 13.03	MS 348.02 MS 348.04
MISC029	Township Organization, Incorporation as Cities, Naming & Partition	Naming and renaming of townships & altering boundaries; township incorporation to a City	Permanent	Public	MS 13.03	MS 379.04 - MS 379.09 Chapter 414
MISC030	W-9s/ ACH Authorization Forms	Documents to support vendor information	7 years after last payment or vendor is inactive in AP	Public / Private	MS 13.03	MS 256.998



Instructions

1. Print or type all information
2. Use this form to report records destroyed under authority of the Carlton County Data Practices Policy
3. Report only Records physically destroyed and not archived
4. Retain a copy of this report permanently

Agency			Party Reporting Destruction		Date																	
Address			Address		Telephone																	
General schedule name or Agency Schedule Number	Section of Schedule where record is listed	Item No. as Listed on Schedule	Record Title (use same title as listed on schedule)	Inclusive Dates	Date Destroyed	Quantity* (cubic feet)																
<p>VOLUME CHART TO DETERMINE CUBIC FEET</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Letter Sized Drawer</td> <td style="width: 20%;">1.5 Records Center Box</td> <td style="width: 20%;">1 Printouts 12" stack</td> <td style="width: 40%;">1.25 Total Cubic Feet Destroyed</td> </tr> <tr> <td>Legal Size Drawer</td> <td>2 12" x 15" x 10"</td> <td></td> <td></td> </tr> <tr> <td>Shelving 4' Letter</td> <td>2.3 Transfer Case</td> <td>2.5</td> <td></td> </tr> <tr> <td>Shelving 4' Legal</td> <td>3 24" x 16" x 11"</td> <td></td> <td></td> </tr> </table>						Letter Sized Drawer	1.5 Records Center Box	1 Printouts 12" stack	1.25 Total Cubic Feet Destroyed	Legal Size Drawer	2 12" x 15" x 10"			Shelving 4' Letter	2.3 Transfer Case	2.5		Shelving 4' Legal	3 24" x 16" x 11"			
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Adopted: March 14, 2017

Revised:

**OFFICE OF THE  
CARLTON COUNTY AUDITOR/TREASURER**

**AUDITOR**

P.O. Box 130  
CARLTON, MINNESOTA 55718-0130  
TELEPHONE (218) 384-9127  
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**PAUL G. GSSERT**

*AUDITOR/TREASURER*

**KATHRYN KORTUEM**

*CHIEF DEPUTY AUDITOR/TREASURER*

**TREASURER**

P.O. Box 160  
CARLTON, MINNESOTA 55718-0160  
TELEPHONE (218) 384-9125  
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**\*\*\* RESOLUTION NO. 17-069\*\*\***

BY COMMISSIONER: Brenner

ADOPTED: June 26, 2017

WHEREAS, Minnesota Statutes 465.03 requires governing bodies accepting gifts/donations given to said governing body, to do so via resolution; and

WHEREAS, Carlton County on occasion is the recipient of gifts/donations, subject to acceptance by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Carlton County Board of Commissioners does hereby adopt and prescribe the following as the 'model resolution' for the acceptance of gifts/donations made to Carlton County:

WHEREAS, MN statute 465.03 requires the governing body by resolution, accepted by a two-thirds majority of its members, expressing such terms in full, gifts; and

WHEREAS, (*Donor name*) has donated \$ \_\_\_\_\_ for (purpose); and

WHEREAS, the donor prescribed the donation is for ( \_\_\_\_\_ ) and funds will be used in accordance with the specified purpose.

NOW, THEREFORE, BE IT RESOLVED, the Carlton County Board of Commissioners accepts the above listed donations for (purpose).

\*\*\*\*\*

Upon motion by Brenner, seconded by Bodie and carried, the above resolution was adopted.

Yea votes: Peterson, Zmyslony, Proulx, Brenner and Bodie

Nay votes: None

Absent: None

I, Paul G. Gassert, Auditor of the County of Carlton, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of June, 2017, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE in Carlton, Minnesota, this 26th day of June, 2017.



Paul G. Gassert  
Carlton County Auditor/Treasurer



## **Electronic Funds Transfer Policy**

Adopted: September 13, 2016

Revised: May 8, 2018

Reviewed: February 2020

### **PURPOSE**

Minnesota law enables and regulates the use of electronic transactions in state, county and other units of local government. Statute 385.071 states that "The County Board shall establish policies and procedures for investment and expenditure transactions via electronic funds transfer." Carlton County has the authority to utilize electronic funds transfers for receipt of intergovernmental payments, grant payments and other revenues where practical, and the transmittal of payroll, payroll withholdings, tax deposits and other disbursements where practical. The following general policy is established to ensure the safety of county funds through internal control procedures as they apply to electronic funds transfers.

### **POLICIES AND PROCEDURES**

1. The Board hereby delegates the authority to make electronic funds transfers to a designated administrator, the County Auditor/Treasurer. The Auditor/Treasurer will designate a minimum of two transaction initiators.
2. The disbursing banks will keep on file a certified copy of said delegation.
3. The initiator shall document the request and obtain approval from the designated administrator.
4. Disbursing banks shall provide written confirmation of the electronic transfers no later than one business day after the transfers, which will be used in lieu of a check or warrant to support said transactions.
5. The written confirmations will be sent to Auditor/Treasurer's Office. Staff not directly involved in the transaction process will compare them to the approved requests.
6. Notwithstanding any other general or special law to the contrary, the County may use electronic approvals, which have the same validity and consequences as an actual signature, per Statute 471.381. "Electronic approval" means any electronic identifier intended by the person making, executing or adopting it to authenticate and validate a county administrative action.
  - a. Disbursing banks will be instructed to make electronic transfers to approved accounts upon receipt of prior written authorization, including one approved signature. A list of approved accounts and signatures will be provided to each disbursing bank.
  - b. Disbursing banks will be instructed to make electronic transfers to non-approved accounts only upon receipt of prior written authorization, including two approved signatures.
7. A list of electronic fund transfers shall be submitted to the County Board along with the monthly disbursement reports at regularly scheduled meetings.



## **Federal Award Procurement Policy**

Adopted: March 9, 2021

Revised:

Reviewed:

### **Purpose**

The purpose for this policy is to ensure that goods and services purchased for the performance of a federal grant or award are obtained in a cost-effective manner and in compliance with federal regulations.

### **Scope**

This policy applies to any Carlton County staff authorized to procure, initiate, and/or approve purchases paid with federal funds. This policy is only a brief summary of guidelines that need to be followed when procuring federal awards.

### **Responsibility and Oversight**

The department head in charge of any approved contract will oversee that contractors perform in accordance with the terms, conditions and specifications of their contracts and purchase orders. The department head is responsible for determining whether a purchase is allowable under the terms of the federal grant or award and will ensure purchases are in accordance with this policy as well as other applicable Carlton County policies. The department head will also serve as the final repository for records sufficient to detail the history of the procurement.

### **Conflicts of Interest**

All procurement of property and services under federal award must follow Carlton County's Conflict of Interest Policy. Specifically, no employee, officer, or agent of Carlton County will participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of Carlton County must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value. Disciplinary actions will be applied for violations of such standards by officers, employees, or agents of Carlton County.

### **General Procurement Standards under Federal Awards**

Procurement of goods and services whose costs are charged to federal awards received by Carlton County are subject to all of the applicable policies of the County and MN statutes. In addition, procurements associated with Federal awards are subject to the following supplemental policies:

- A. Ensure contractors are performing in accordance with terms, conditions, and specifications of their contracts or purchase orders. Carlton County will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- B. Carlton County will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

- C. Carlton County will consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Also, the use of Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs is encouraged.
- D. To reduce costs, the use of value engineering clauses is encouraged for construction projects of sufficient size to offer reasonable opportunities for cost reduction.
- E. Carlton County will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- F. Time and materials type contract may be used only after it is determined there is no other suitable contract and if the contract includes a ceiling price that the contractor exceeds at its own risk. If this contract is used a high degree of oversight is required to ensure the contractor is using efficient methods and effective cost controls.
- G. Carlton County is responsible for the settlement of all contractual and administrative issues arising out of the procurements, which include, but are not limited to: source evaluation, protests, disputes and claims.

### **Competition**

- A. All procurement transactions will be conducted in a manner providing for full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:
  - 1. Placing unreasonable requirements to qualify to do business
  - 2. Requiring unnecessary experience and excessive bonding
  - 3. Noncompetitive pricing practices
  - 4. Noncompetitive contracts to consultants that are on retainer contracts
  - 5. Organizational conflicts of interest
  - 6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurements
  - 7. Any arbitrary action in the procurement process.
- B. Carlton County prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- C. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will also identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- D. Carlton County must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus firms are used when possible. A list of persons, firms, or products which are used in acquiring good and services must be kept current and include enough sources to ensure open and free competition.

### **Methods of Procurement**

Carlton County will use one of the following methods of procurement:

**A. Procurement by micro-purchases**

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3,500 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

**B. Procurement by small purchase procedures**

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

**C. Procurement by sealed bids (formal advertising)**

Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

1. In order for sealed bidding to be feasible, the following conditions will be present:
  - a. A complete, adequate, and realistic specification or purchase description is available;
  - b. Two or more responsible bidders are willing and able to compete effectively for the business;
  - c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
2. If sealed bids are used, the following requirements apply:
  - a. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
  - b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
  - c. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
  - d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
  - e. Any or all bids may be rejected if there is a sound documented reason.

**D. Procurement by Competitive Proposals**

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. Proposals must be solicited from an adequate number of qualified sources;
3. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. Competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services.

**E. Procurement by noncompetitive proposals**

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source;

2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
4. After solicitation of a number of sources, competition is determined inadequate.

**Cost or Price Analysis**

Carlton County will perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, independent estimates will be made before receiving bids or proposals.

**Provisions Included in all Contracts**

It is the policy of Carlton County to include all of the following provisions, as applicable, in all contracts (including small purchases) with contractors and subawards:

- A. Remedies:** All contracts in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$150,000) shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms.
- B. Termination:** All contracts in excess of \$10,000 shall contain suitable provisions for termination by Carlton County, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.
- C. Equal Employment Opportunity:** All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- D. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148):** If included in the federal agency's grant program legislation, all construction contracts of more than \$2,000 awarded by Carlton County and its subrecipients shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. It is the policy of Carlton County to place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. Carlton County shall also obtain reports from contractors on a weekly basis in order to monitor compliance with the Davis-Bacon Act. Carlton County shall report all suspected or reported violations to the Federal awarding agency.
- E. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333):** [Where applicable] All contracts awarded by Carlton County in excess of \$100,000 for contracts that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the

open market, or contracts for transportation or transmission of intelligence

- F. Rights to Inventions Made Under a Contract or Agreement:** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and Carlton County in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- G. Clean Air Act (42 U.S.C. 7401-7671q and the Federal Water Pollution Control Act (33 U.S.C. 1251 -1387), as amended:** Contracts and subawards of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. Debarment and Suspension (E.O.s 12549 and 12689):** For all contracts, Carlton County shall obtain from the contractor a certification that neither the contractor nor any of its principal employees are listed on the Excluded Parties List System in SAM.
- I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** For all contracts or Subgrants of \$100,000 or more, Carlton County shall obtain from the contractor or sub-grantee a certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, Carlton County shall provide such certifications in all situations in which it acts as a sub-recipient of a sub-grant of \$100,000 or more.

**Procurements of Recovered Materials (CFR §200.322)**

Carlton County must comply with Section 6002 of the Solid Waste Disposal Act.

The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**Suspension and Debarment**

Carlton County will review all grant purchases to verify that purchases will not be made against contractors that are on the Debarment or Suspension list supplied by the Government. Any Department making a purchase using federal awards will review requisition requests submitted for all grant accounts to make sure the contractor is not on the debarment list. This list is available at - <https://www.sam.gov/>. All results of searches will be attached to the filed paperwork for verification of search.



## **Health Equity Policy**

Adopted: March 10, 2020

Revised:

Reviewed:

### **Purpose**

The purpose of this policy is to provide high-level guidance for the inclusion of health equity in all policies, procedures, services, and interventions in Carlton County. Following these equity guidelines, departments will collaborate internally and with community partners and stakeholders to develop policies, procedures, services, and interventions that advance health equity goals.

This policy will serve as guidance for the inclusion of health equity goals into programs, policies, procedures, services, and interventions county-wide, including department specific programs, policies, procedures, services, and interventions.

By applying this policy, Carlton County strives to assure everyone in Carlton County the opportunity to attain their full potential, regardless of race, ethnicity, education, gender, sexual orientation, disability, employment, or the community they live in, supporting its mission to “protect and enhance the quality of life” for all county residents.

### **Policy**

It is the policy of Carlton County to advance health equity by assuring equitable access to opportunities needed to attain optimum health among all county residents by committing to the following, generally:

1. Challenging assumptions and biases.
2. Adapting to new knowledge and new ways of providing services.
3. A focus on the community, including their needs, barriers, opportunities, and input.
4. Collaborating across departments, and alongside stakeholders and community members.
5. Tolerance (accepting differences) and inclusion (shared decision making).
6. Application of a health equity lens in county provided programs and services.
7. Sound stewardship of resources for the greatest impact.
8. Equitable access to resources.
9. To be a leader in health equity for the community.
10. The elimination of health inequities for all Carlton County residents.

### **Definitions**

*Health equity* – the attainment of the highest quality of life for all people regardless of race, ethnicity, education, gender, sexual orientation, disability, employment, or the community they live in. Achieving health equity requires valuing everyone equally with focused and ongoing societal efforts to address avoidable inequalities, historical and contemporary injustices, and the elimination of health and health care disparities.<sup>1</sup>

*Social determinants of health* – conditions in the social and physical environment in which people are born, live, work, play, worship, and age that affect a wide range of health, functioning, and quality of life risks and outcomes. The social environment refers to social, economic, and cultural norms, patterns, beliefs, processes, policies, and institutions that influence the life of an individual or community. The physical environment refers to both the natural and human-made environments and how they affect health.<sup>2</sup>

*Health equity lens* – A systematic way of viewing the current state (of health conditions, program outcomes, agency policies, materials, and messaging, etc.) for how it either addresses or perpetuates health inequities.<sup>2</sup>

*Health inequity* – differences in quality of life between population groups related to unfair, unjust, and avoidable socioeconomic or environmental conditions, public policy or other socially determined circumstances.<sup>3</sup>

**Employer and Employee Responsibilities**

Employer responsibilities include monitoring and evaluating programs, policies, procedures, services, and interventions for their inclusion of a health equity lens county-wide.

Employee responsibilities include implementing and updating programs, policies, procedures, services, and interventions in order to assure health equity for Carlton County residents.

**Citations**

1 CDC - *Health Equity Guide - NCCDPHP: Community Health*. (2019). Cdc.gov. Retrieved 25 September 2019, from <https://www.cdc.gov/nccdphp/dnpao/state-local-programs/health-equity-guide/index.htm>

2 *Search the Data | Healthy People 2020*. (2019). *Healthypeople.gov*. Retrieved 25 September 2019, from <https://www.healthypeople.gov/2020/data-search/Search-the-Data#topic-area=3499>;

3 *Local health department organizational self-assessment for addressing health inequities*, (2019). *Barhii.org*. Retrieved 25 September 2019, from [http://barhii.org/download/toolkit/self\\_assessment\\_toolkit.pdf](http://barhii.org/download/toolkit/self_assessment_toolkit.pdf)

Approval By:

Approval Date

Approval By:

Approval Date:



## **Limited English Proficiency (LEP) Policy**

Adopted: April 9, 2019

Revised:

Reviewed: March 2025

### **Policy**

It is the policy of Carlton County to ensure equal access to County services for all eligible persons. Carlton County will not deny access to County services to any eligible person because they do not speak or understand English or speak limited English. Accordingly, Carlton County will take reasonable steps to ensure that persons with limited English proficiency receive the language assistance necessary to allow meaningful access to County services, free of charge, in a way that preserves confidentiality, and in a timely manner.

*NOTE: Carlton County Public Health & Human Services (PHHS) has an agency LEP policy specific to the requirements of the Minnesota Department of Human Services (DHS) and its programs. PHHS staff are expected to comply with their agency policy and procedures.*

### **Definitions**

**Limited English Proficiency (LEP):** a person has Limited English Proficiency when they are not able to speak, read, write or understand the English language at a level which allows effective interaction with Carlton County staff.

**Interpretation:** the act of observing a communication in one language (source language) and orally, through sign or written communication converting it to another language (target language) while retaining the same meaning.

**Translation:** a written document provided in a different language than the original document.

**Vital document:** a document or material is considered vital if it contains information that is critical for accessing a federal fund recipient's services or benefits, or is required by law. Vital documents include, but are not limited to: applications; consent forms; letters containing information regarding eligibility or participation criteria; notices pertaining to the reduction, denial or termination of services or benefits; notices that require a response from beneficiaries; documents that advise of free language assistance.

### **Procedures**

- A. Staff will initiate an offer for language assistance to persons who have difficulty communicating in English, or when a person asks for language assistance. Whenever possible, staff members are encouraged to follow a person's preferences.
- B. Carlton County will utilize services that ensure the training and competency of interpreters. To be competent to provide interpreter services, the interpreter must: be certified; be proficient in both English and the target language; be able to convey information in both languages accurately; have completed orientation/training that includes the skills and ethics of interpreting; have basic knowledge in both languages of specialized program terms or concepts; be sensitive to the client's culture. Interpreters from the community will be informed of the above definition and will be asked to self-certify that they are competent interpreters.
- C. To the extent possible, staff should use the following language assistance services in the order set out below.
  1. **Telephone interpreter services** – Carlton County has arranged to use a telephone interpreter service titled, "The Language Line." Each department is responsible for the cost incurred in utilizing this service. The State of Minnesota provides training on the use of this service.
  2. **In-person interpreter services** – When requested, in-person interpreter services are to be provided at no cost to a LEP person; each department is responsible for the cost incurred in utilizing this service. Appendix B contains a list of companies that provide local certified interpreters and their contact

information, in order of preference. Staff should contact the company, not the interpreter. Appendix C is a sample contract that outlines interpreters' responsibilities with respect to non-disclosure of information, status as an independent contractor, compliance with non-discrimination laws, and records, auditing and retention of information.

In addition, advocacy, training and consultation are available through Deaf and Hard of Hearing Services, a division of DHS. Staff can be reached at 1-888-234-1322 (voice) or 1-866-488-3833 (TTY).

3. Using Family and/or Friends as Interpreters – Staff should accommodate an individual's wish to have family or friends serve as interpreters whenever possible. However, staff must be mindful of both confidentiality and interpreter competency and should also follow the rules set out below.

Use of family or friends as interpreters could result in a breach of confidentiality or reluctance on the part of an individual to reveal personal information critical to their situation. Family and friends may not be competent to act as interpreters because they not be proficient enough in both languages, may lack training in interpretation, may not be objective, and/or have little familiarity with specialized program terminology.

If an individual still prefers a family member or friend to interpret after Carlton County has offered free interpreter services, staff may use the family member or friend if doing so will not compromise the effectiveness of the interpretation and/or violate confidentiality. Carlton County staff should document the offer of interpreter assistance and the fact that the offer was declined. Even if an individual elects to use a family member or friend as an interpreter, Carlton County staff should suggest that a trained interpreter listen in on the interview to ensure accurate interpretation.

Carlton County staff must consider the requirements of the Minnesota Data Practices Act when determining whether or not, or in what capacity, a family member or friend may be used to interpret.

4. Using Minor Children as Interpreters is Prohibited – Carlton County staff may never use minor children as interpreters.
  - D. In emergency situations, or when programs require access to services within short timeframes, Carlton County will take all reasonable steps necessary to ensure that all persons, including persons with LEP, have access to services within appropriate timeframes.
  - E. Carlton County staff must assist an individual with LEP who does not read his/her primary language to the same extent that staff would assist an English speaker who does not read English.

#### **Minnesota Data Practices Act**

The Minnesota Data Practices Act requires the maintenance of private data collected in the course of conducting business. Some of the information collected regarding customers or clients may be private data. This data may not be released to anyone other than the client, Carlton County employees, the agents of Carlton County, or others authorized by the courts or federal law, without the client's written, informed consent.

For purposes of the Data Practices Act, organizations and persons who contract to provide translation and interpretation services to Carlton County customers or clients are considered agents of Carlton County. They may be privy to private data and are bound by the same requirements for confidentiality as are Carlton County employees.

#### **Notice of Right to Language Assistance**

Carlton County staff must inform all persons with LEP of the right to free interpreter services; such services must be provided in a timely manner, and must be available during Carlton County business hours.

Carlton County will use "I Speak" cards to help persons with LEP identify their languages needs for staff. Carlton County will also display "I Speak" posters to help staff inform individuals that language interpreters are available at no cost to them.

#### **Translation Plan**

Carlton County will translate vital documents and vital information contained in its documents and materials into the non-English languages of those language groups when a significant number or percentage of the population is eligible to be served or likely to be directly affected by Carlton County's programs, services or information in a

language other than English to communicate effectively. The significant number that will trigger translation is 1000 individuals within a LEP language group.

### **Dissemination of LEP Policy**

The LEP policy will be posted for public review on the Carlton County external website as well as on bulletin boards located throughout the county. The LEP policy will be posted in English; however, interpreters will be made available to interpret the policy for those who do not read or speak English. The words "Limited English Proficiency Policy," or something to that effect, in all appropriate languages, will be posted next to the LEP policy so persons with LEP know that such a plan exists and that they may seek assistance to read it.

### **LEP Training for Staff**

The County Coordinator's Office is responsible for providing training on the LEP policy to Carlton County staff on a biannual basis. This training will include information on Carlton County's legal obligation to provide language assistance to clients or customers with LEP and the substance of Carlton County's LEP policy. New hires will receive training on the LEP policy at the time of new employee orientation. Carlton County PHS staff are trained annually on the use of interpreter services consistent with DHS requirements.

### **LEP Monitoring**

Carlton County will conduct an evaluation of its LEP policy and procedures annually. The evaluation will consider the overall effectiveness of the LEP policy and procedures, with the County making adjustments accordingly. The evaluation will also determine whether new languages should be added and/or whether existing languages should be removed based on an assessment of the non-English languages that are most predominant in Carlton County. The County Coordinator's Office will lead the evaluation activities with the assistance of designated staff persons familiar with the LEP policy and procedures.

Carlton County's annual evaluation of its LEP policy and procedures will include the following activities:

- Assessment of the number of persons with LEP who have been served;
- Assessment of the current language needs of individuals with LEP to determine whether they need an interpreter and/or translated materials to communicate effectively with staff, updating files which lack information about an individual's language needs, and confirming information with individuals regarding their language preference at recertification;
- Determining if existing language assistance services are meeting the needs of LEP persons;
- Assessing whether staff members understand Carlton County's LEP policy and procedures, how to carry them out, and whether language assistance resources and arrangements are still current and accessible;
- Seeking feedback from LEP communities, including clients, customers, community organizations and advocacy groups working with LEP communities, about the effectiveness of Carlton County's LEP policy and procedures.

### **Contact Information**

Questions and/or complaints should be directed to the County Coordinator's Office at (218)384-9190.

Appendix A  
Helpful Hints for Using Telephone Interpreters

1. Tell the interpreter the purpose of your call. Describe the type of information you are planning to convey.
2. Enunciate your words. Try to avoid contractions, which can be easily misunderstood as the opposite of your meaning (e.g., “cannot” rather than “can’t,” which is easily misunderstood as “can”).
3. Speak in short sentences, expressing one idea at time.
4. Speak slower than your normal talking speed, pausing after each phrase.
5. Avoid the use of double negatives (e.g., “If you don’t appear in person, you won’t get your benefits.” Instead, “You must come in person in order to get your benefits.”).
6. Speak in the first person. Avoid the “he said/she said.”
7. Avoid using colloquialisms and acronyms. If you must do so, please explain their meaning.
8. Provide brief explanations of technical terms or terms of art.
9. Pause occasionally to ask the interpreter if they understand the information that you are providing, or if you need to slow down or speed up in your speech patterns. If the interpreter is confused, so is the client.
10. Ask the interpreter if, in his/her opinion, the client seems to have grasped the information that you are conveying. You may have to repeat or clarify certain information by saying it in a different way.
11. ABOVE ALL, BE PATIENT – with the interpreter, the client and yourself!
12. Thank the interpreter for performing a very difficult and valuable service.

Appendix B  
In-Person Interpreters and Translators

1. CSD (Communication Services for the Deaf, Inc.) is the preferred interpreter service in the Carlton County area. Information can be found at <http://www.csd.org>. To request Certified Interpreter services, call (651)224-6548.
2. ASL Interpreting Services maintains essentially the same list of local interpreters as CSD. Information can be found at <https://aslis.com>. Call (763)478-8963 or 1-866-275-3323.
3. Clarity Interpreting Services, LLC also maintains essentially the same list of local interpreters. Information can be found at <http://www.clarity4all.com>. Call (218)340-6526.

Appendix C  
AGREEMENT FOR INTERPRETIVE SERVICES BETWEEN  
CARLTON COUNTY AND

\_\_\_\_\_  
(Name of Interpreter)

THIS AGREEMENT is made and entered into between the COUNTY OF CARLTON, a body corporate and politic existing under the laws of the State of Minnesota, hereinafter referred to as "County," and \_\_\_\_\_ (Name of Interpreter), hereinafter referred to as "Contractor."

WITNESSETH:

WHEREAS, the County wishes to purchase the services of Contractor for the purposes of facilitating communication between a client/customer and the County; and

WHEREAS, the Contractor has the training, experience and knowledge necessary to provide this interpreting service; and

WHEREAS, there are funds available for the purchase of this service.

NOW, THEREFORE, the parties agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor agrees to provide the following interpretive services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. PAYMENT

The County will pay Contractor \$\_\_\_\_\_ for services provided pursuant to this Agreement. Contractor shall invoice County, detailing the services rendered. The County shall pay, within 30 days of receiving and approving the invoice.

3. NON-DISCLOSURE OF INFORMATION OR DATA

Pursuant to Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act), Contractor agrees to maintain and protect data on individuals received, or to which the Contractor has access, according to the statutory provisions applicable to the data. No private, public or confidential data developed, maintained, heard or reviewed by Contractor under this Agreement may be released to the public or to anyone by the Contractor, its employees or representatives.

It is further understood that Contractor shall not, unless otherwise authorized by County, disclose any information to the media or other this parties relating to the specific details of any documents, discussions or meetings which may arise during the performance of services under this Agreement. All requests for data or information from third parties shall be directed to the County for response.

4. INDEPENDENT CONTRACTOR

It is specifically understood that Contractor, its employees and representatives, are and shall remain independent contractors with respect to any and all work performed under this Agreement. Nothing contained herein is intended or should be construed in any manner as creating or establishing the relationships of agents, partners or joint ventures or associates between the Contractor, its associates or staff, and employees of the County, for any purpose or in any manner whatsoever. Contractor acknowledges and agrees that Contractor and its employees are not entitled to receive any of the benefits received by County employees and are not eligible for workers' or unemployment compensation benefits under this Agreement. Contractor also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or

otherwise will be made from the payments due Contractor and that it is Contractor's sole obligation to comply with the applicable provisions of all Federal and State tax laws.

5. COMPLIANCE WITH NONDISCRIMINATION LAWS

Contractor agrees to comply with all federal, state and local laws, ordinances, rules and regulations pertaining to unlawful discrimination.

6. RECORDS, AUDITING AND RETENTION

Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidence relevant to this Agreement are subject to the examination, duplication, transcription and audit by the County and either the legislative or State Auditor, pursuant to Minn. State. § 16C.05, subd. 5. Such evidence is also subject to review by the Comptroller General of the United States, or duly authorized representative if federal funds are used for any work under this Agreement. Contractor agrees to maintain such evidence for a period of six (6) years from the date of services or payment last provided, or longer, if any audit in progress requires a longer retention period.

7. NOTICES/COMMUNICATION

Contractor shall contact \_\_\_\_\_ with any questions, notices or other communication arising under this Agreement.

8. FINAL AGREEMENT

This agreement is the final expression of the agreement of the parties and the complete and exclusive settlement of the terms agreed upon, and shall supersede all prior negotiations, understandings or agreement. There are no representations, warranties or stipulations, either oral or written, not herein contained.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates written below.

**CONTRACTOR** \_\_\_\_\_

**COUNTY OF CARLTON**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM & EXECUTION

BY: \_\_\_\_\_  
County Attorney

Date: \_\_\_\_\_



**Carlton County**  
**Policy & Procedure for Nasal Naloxone Hydrochloride (ie. Narcan®) Administration**

**Policy:**

This policy is for all Carlton County staff who are trained to carry and administer naloxone hydrochloride nasal spray to reverse the effects of potential opioid overdose.

**Purpose:**

To establish a guideline for the administration of nasal naloxone by Carlton County staff to reduce the risk of fatalities from opioid overdoses in the community.

**Responsible Parties<sup>1</sup>:**

Staff employed by Carlton County who have received proper training in determining the signs of opioid overdose and in the administration of nasal naloxone to reverse the effects of said overdose.

**Equipment:**

Nasal naloxone hydrochloride 4 mg (ie. Narcan®), gloves (optional), barrier mask (if available)

**Storage:**

Store naloxone hydrochloride nasal spray in a closed container at room temperature, away from heat, moisture, and direct light. Keep from freezing. Do not keep naloxone hydrochloride kits in vehicles as temperatures may be extreme and unmonitored.

**Disposal:**

Used nasal naloxone hydrochloride can be put back into its box and disposed of in the trash. Naloxone hydrochloride expires [4 years](#) after manufacturing date; the expiration date is marked on the packaging and should be checked before staff check out a dose for a client visit. Contact your supervisor if you have an expired product, to exchange for a non-expired dose.

**Warning<sup>2</sup>:**

Naloxone hydrochloride is a medication that can block the effects of opioids and reverse overdoses. A single dose of naloxone hydrochloride 4 mg can last as short as 30 minutes from administration. It is indicated for a known overdose of opiates such as (but not limited to) codeine, fentanyl, heroin, Hycodan®, hydrocodone, hydromorphone, Lorcet-HD®, Lortab®, methadone, Norco®, morphine, opium, oxycodone, Percocet®, Percodan®, Vicodin®.

Do not give if there is a known allergy to naloxone hydrochloride (ie. Narcan®).



The administration of naloxone hydrochloride may induce symptoms of severe opioid withdrawal such as: abdominal cramping, agitation/nervousness/restlessness, body aches, diarrhea, fever, goose bumps, hypertension, nausea or vomiting, pulmonary edema, runny nose, seizures, shivering, sneezing, sweating, tachycardia, weakness, and yawning.

**Procedure<sup>3</sup>:**

Assess for symptoms of opioid overdose which include (but not limited to): decreased mental status, extremely small “pinpoint” pupils, extreme sleepiness, inability to awaken verbally/upon sternal rub, slow to shallow breathing, fingernails or lips turning blue/purple, slow heartbeat (bradycardia) and/or low blood pressure (hypotension). *All persons exhibiting signs and symptoms of opioid overdose should also be evaluated for other causes of altered mental status and respiratory distress prior to administration of naloxone hydrochloride.* If a person is exhibiting symptoms consistent with opioid overdose, then follow Carlton County Public Health & Human Services: Naloxone Condition Specific Protocol for prescribing information<sup>4</sup>.

**1. Call 911**

2. Assess that the area is safe for you to enter or remain in.
3. Assess for other reasons that the person may be unresponsive such as stroke, head trauma, diabetes, etc.
  - a. If the person is exhibiting signs and symptoms of another cause for being unresponsive other than signs of opioid overdose, provide appropriate care for the situation until Emergency Medical Services arrive, if able.
4. If symptoms are consistent with opioid overdose, then obtain nasal naloxone hydrochloride 4mg from supply kit; apply gloves if necessary.
5. Peel back the package to remove the device.
6. Lay person on their back, support their neck with your hand allowing head to tip back.
7. Do not prime or test naloxone hydrochloride nasal spray. It is a single dose and unable to be reused.
8. Place the tip of the nozzle in *either* nostril until your fingers touch the bottom of the person’s nose.
9. Press the plunger in firmly until it stops to release the dose into the person’s nose. (1 dose=4 mg)
10. If the person is breathing adequately on their own, place them on their side in the recovery position to prevent choking if they vomit. If the person requires rescue breathing, keep them on their back to perform rescue breaths if trained to do so. If available, use a barrier mask to perform rescue breathing if the person is breathing shallow or not breathing.
11. If no change after 2-3 minutes repeat steps 4-10 with another dose of nasal naloxone hydrochloride 4 mg in the other nostril, alternating nostrils with each dose administered.



12. Stay with the person until Emergency Medical Services arrive.

**\*\*\*All persons who receive naloxone *should* be transported to the Emergency Department for evaluation (unless the person refuses treatment).\*\*\***

**References:**

1. [Minnesota Statutes 604A.04](#) Good Samaritan Overdose Prevention.
2. **Press Release:** [FDA Approves First Over-the-Counter Naloxone Nasal Spray](#)
3. **FDA:** [Narcan Highlights of Prescribing Information](#)
4. **Carlton County Public Health & Human Services:** Naloxone Condition Specific Protocol

## 20 Frequently Asked Questions about Naloxone

### 1. **What is Naloxone?**

Naloxone is a life-saving medication that can reverse an overdose from opioids—including heroin, fentanyl, and prescription opioid medications—when given in time. It can be given intravenously, intramuscularly, or intranasally.

### 2. **Can Naloxone prevent an overdose from occurring?**

No, Naloxone cannot be taken prior to taking opioids to prevent an overdose from occurring.

### 3. **Does Naloxone nasal spray expire?**

Naloxone nasal spray expires 3 years from being manufactured. Please follow the expiration date printed on the package. Once expired, Naloxone can be dropped off at a medication disposal site.

### 4. **What if I can rouse the person and get them breathing after doing a sternal rub, do I still need to use Naloxone?**

No. If the victim is breathing adequately on their own, they does not need naloxone. But, if the victim is not breathing adequately, proceed immediately to administer naloxone and provide ventilation. It is important not to waste time if the victim is not getting enough oxygen on their own.

### 5. **What if the victim chronically uses prescription opioids for medical conditions?**

Victims should be treated the same. If a victim cannot be aroused and is not breathing or has inadequate breathing, rescue breathing, and naloxone are indicated. In these cases, the pain may return. But it is more important to save the person's life than avoiding rebound pain.

### 6. **Is intranasal Naloxone as effective as intramuscular or intravenous routes?**

It has similar effects (e.g., similar blood levels as IM and IV). While it is slightly slower to take effect, administration is quicker because IV access does not need to be obtained.

Nasal administration also allows public safety personnel to avoid the risk of needle stick injury.

**7. Is there a difference between Naloxone and Narcan?**

Naloxone is the generic name for Narcan. Narcan is a naloxone formulation.

**8. What should I do after administering Naloxone?**

Stay with the victim and monitor his or her breathing and responsiveness. Be prepared to deliver a second dose and rescue breathing.

**9. Can I administer Naloxone if I do not know what medication(s)/ drug(s) a person has taken?**

Yes. Naloxone will not cause harm if it is given for a different type of overdose (e.g., stimulant, alcohol). In an opioid-associated overdose, usually you will see small (pinpoint) pupils and depressed breathing. If the overdose is not associated with opioids, because it is a stimulant overdose, other signs will be present (racing heartbeat, sweating, hyperventilation, anxiety). Naloxone will not help in a stimulant or alcohol overdose (depressed breathing with dilated pupils, alcohol breath). But, if an overdose victim combined an opioid with stimulants or alcohol, the opioid is likely the cause of respiratory depression, and administration of naloxone could save a life.

**10. What if a victim does not have a pulse?**

An opioid-associated overdose can cause a victim's heart to stop. If the heart is not beating, the naloxone will not be circulated through the body, and will not help. In this situation, call 911, start CPR and follow the dispatcher's instructions. You can tell the dispatcher you know how to give rescue breaths and naloxone. Do not panic.

**11. If the victim is not breathing, will the Naloxone still work?**

Naloxone is absorbed by the nasal membranes, much like snorting a drug, so it is not necessary for the person to be breathing for the naloxone to work.

**12. Once an overdose has occurred, how much time is there to administer Naloxone?**

The Naloxone has the potential to reverse the effects of the overdose at any point before the victim has a cardiac arrest due to hypoxia (decreased oxygen in the blood).

However, the sooner the Naloxone is administered, the more likely the victim will be saved and the less likely he or she will be to experience brain damage.

**13. How long should I wait before administering a second dose of Naloxone?**

If there is no response or limited response to the first dose, a second dose of Naloxone can be administered after 3 minutes.

**14. Does it matter if the person overdosed on a prescription medication vs. Heroin?**

No. Both prescription and non-prescription opioids will be reversed by the Naloxone. It is increasingly common that people are overdosing with prescription medications. Also, overdose victims could be first time users or have not used opioids for some time.

**15. Does Naloxone work on somebody with a Fentanyl patch on?**

Yes. Be sure to remove the patch if it is still applied to the skin. Fentanyl overdose victims may need multiple doses.

**16. What if I give Naloxone to somebody who does not need it?**

If the person has not taken any opioids, there will be no effect.

**17. If the person is seizing, can I still administer Naloxone?**

Yes, however if the person is actively seizing, it is unlikely that they will be overdosing on an opioid. However, if they are not breathing and then begin to tremor or seize, it may be due to hypoxia (decreased oxygen in the blood) caused by the overdose.

**18. Is Naloxone temperature sensitive?**

Yes, but not terribly so. It should be stored away from light and at “room temperature” as much as possible.

**19. What can be expected once the Naloxone has reversed the overdose?**

The victim may sit up quickly, gasp for air, be disoriented, confused or angry (he or she may be experiencing withdrawal symptoms) or they may simply appear to “wake up.” Withdrawal symptoms are a good sign that the medication has worked, and they include

shakiness, sweating, high blood pressure, fast heart rate, diarrhea, and discomfort. The victim should be reassured that these symptoms will be short lived because naloxone only lasts 30-90 minutes. In addition, signs of other drugs that the victim may have ingested may be more obvious (alcohol, cocaine, benzodiazepines).

**20. Can Naloxone be abused?**

Naloxone has no significant potential for abuse.

# Carlton County Public Health & Human Services

## Naloxone Condition Specific Protocol

Document Reviewed and Updated: **8.3.2023**

1. **CONDITION FOR PROTOCOL:** To reduce risk of death from an opioid overdose.
2. **POLICY OF PROTOCOL:** Staff will implement this protocol for naloxone hydrochloride administration.
3. **CONDITION-SPECIFIC CRITERIA AND PRESCRIBED ACTIONS:**

	Criteria	Prescribed Action
Indication	<p><b>Signs and Symptoms of Opioid Overdose in any aged person:</b></p> <ul style="list-style-type: none"> <li>• The person is unresponsive or passed out</li> <li>• Breathing is very slow, irregular or has stopped</li> <li>• Blue skin tinge-usually lips and fingertips show first Face is very pale</li> <li>• Body is limp</li> <li>• Pulse (heartbeat) is slow, erratic, or absent</li> <li>• Vomiting</li> <li>• Pinpoint pupils</li> <li>• Choking sounds or a gurgling/snoring noise</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Call 911 to get help and activate emergency response system</b></li> <li>• <b>Assess and monitor breathing and heart rate. If trained and able, initiate CPR, use of AED and rescue breathing as needed</b></li> <li>• <b>Administer naloxone as prescribed if not contraindicated (see below)</b></li> <li>• <b>Continue to monitor and provide rescue breathing, CPR and/or AED as needed for person until EMS arrives</b></li> </ul>
Contra-indication	<ul style="list-style-type: none"> <li>• Known hypersensitivity to naloxone hydrochloride or any of the other ingredients</li> <li>• The safety profile of naloxone is remarkably high when given to individuals who are not opioid intoxicated or opioid dependent, naloxone produces no clinical effects, even at high doses. Moreover, although rapid opioid withdrawal in opioid-tolerant individuals may be unpleasant, it is not life threatening.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Call 911 to get help and activate emergency response system</b></li> <li>• <b>Assess and monitor breathing and heart rate. If trained and able, initiate CPR, use of AED and rescue breathing as needed</b></li> <li>• <b>Continue to monitor and provide rescue breathing, CPR and/or AED as needed for person until EMS arrives</b></li> </ul>
Precaution	<ul style="list-style-type: none"> <li>• The duration of action of most opioids may exceed that of naloxone resulting in a return of respiratory or central nervous system depression after initial improvement in symptoms.</li> <li>• While naloxone is life saving for suspected opioid overdose, there are other health conditions that may have similar symptoms in emergency situations such as diabetic ketoacidosis, electrolyte imbalance, hypothermia, meningitis, apnea, stroke, subdural hematoma for which naloxone will not help the person; therefore <b>911 - EMS must be called.</b></li> <li>• The use of naloxone in persons who are opioid dependent may precipitate opioid withdrawal characterized by the following signs and symptoms: body aches, diarrhea, tachycardia, fever, runny nose, sneezing, piloerection, sweating, yawning, nausea or vomiting, nervousness, restlessness, or irritability, shivering or trembling, abdominal cramps, weakness, and increased blood pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Call 911 to get help and activate emergency response system</b></li> <li>• <b>Assess and monitor breathing and heart rate. If trained and able, initiate CPR, use of AED and rescue breathing as needed</b></li> <li>• <b>Administer naloxone as prescribed</b></li> <li>• <b>Continue to monitor and provide rescue breathing, CPR and/or AED as needed for person until EMS arrives</b></li> </ul>

## Carlton County Public Health & Human Services Naloxone Condition Specific Protocol

4. **PRESCRIPTION:** TRAINED STAFF to administer nasal naloxone hydrochloride (ie. Narcan<sup>®</sup>) 4 mg into one nostril.
  - If no improvement in signs and symptoms of opioid withdrawal, may repeat dose every 2-3 minutes in alternating nostrils.
  - If signs and symptoms of respiratory or central nervous system depression return after initial improvement, may repeat dose of nasal naloxone hydrochloride 4 mg in alternating nostrils.
5. **THIS IS A MEDICAL EMERGENCY. CALL 911.** Withdrawal can be unpleasant; the person may just breathe but not have full arousal or may need continued rescue breathing and support. If the person is adequately breathing on their own and it's safe to do so, place the person on their side in the recovery position to prevent potential choking from vomit. If not breathing, keep the person on their back and perform rescue breaths and CPR if trained to do so, as needed, using a barrier mask if available.
  - Send the used naloxone medication device(s) with EMS response team to be given to the emergency medical provider.
6. **QUESTIONS OR CONCERNS:** Call Dr. Kenneth Ripp at 218-879-1271.

***This protocol shall remain in effect for Carlton County Public Health & Human Services until September 30, 2024 or until rescinded.***

Name of Medical Provider: Dr. Kenneth Ripp

Signature of Medical Provider: 

Date: 8/29/2023

# HOW TO USE NALOXONE

## 1 Call 911 Immediately

If you're with someone else, have them call while you begin the next steps.

## 2 Prepare Naloxone

### If Using Injection

Draw all fluid from the vial very slowly. Make sure it is filled with liquid, not air.



### If Using Nasal Spray

Hold the device with your thumb on the plunger.



## 3 Administer Naloxone

### If Using Injection

Inject into large muscle. Push down until syringe is empty.



### If Using Nasal Spray

Place the tip in the nostril and press the plunger firmly.



## 4 Check for Breathing

### If Breathing

Put person in recovery position. (Hand supports head. Knee stops body from rolling onto stomach.)



### If NOT Breathing

Give rescue breaths until help arrives. Tilt head back, pinch nostrils closed, give 1 breath every 5 seconds.



## 5 Wait 3 Minutes

### If There's No Change

Administer another dose of naloxone and continue rescue breathing.



### NOTES:

Stay calm and don't inject any stimulants. Don't put them in the bathtub/shower, and don't stand them up. Naloxone has no psychoactive or adverse physical effects.



## **Personal Appliance Policy**

Adopted: November 10, 2015

Revised: August 21, 2023

Reviewed: March 2025

### **Purpose**

This policy sets standards for evaluation, acquisition, and installation of approved appliances at Carlton County facilities in a manner that conforms to the requirements necessary to maintain the insured status of all county facilities and a safe environment for staff and patrons. This policy applies to all Carlton County facilities, including buildings owned and/or rented by Carlton County.

### **Definitions**

**Appliance:** any item that requires an electrical connection or a power source for operation, including permanent fixtures and temporary devices, other than standard office electronics such as personal computers (PC's), monitors, printers, and related technology items.

**County-Furnished Appliances:** large commodities such as refrigerators, microwaves, space heaters, coffee services, and personal appliances, such as fans, foot warmers, task lights, or special accommodations that are approved and installed through the Property Management Director.

**Employee-Furnished Appliances:** devices brought into a Carlton County facility by employees, including but not limited to coffee pots, radios, lamps, clocks, decorator lights, fish tanks, water coolers, fans, etc.

### **Responsibility**

- **The Property Management Department is responsible for providing a safe physical environment** for all employees and for the review, acquisition, funding, installation, and oversight of approved county-furnished appliances at Carlton County facilities, and provides guidance regarding the appropriateness of any appliance in question.
- **The Property Management Director, their designee(s), and department heads** are responsible to review and determine the appropriateness of any employee-furnished appliance in the workplace, and they assume responsibility for safety compliance.
- **Employees must acquire Property Management Department permission, through their respective department head**, in advance of bringing in an appliance and installing it in the workplace. Unauthorized appliances will be confiscated immediately upon identification and staff will be given written notice and 5 business days to permanently remove the appliance from the facility. Failure to remove an appliance within the 10 business days will result in the permanent disposal of the appliance. Any appliances in place prior to the effective date of this policy may be subject to inspection and/or removal and replacement with an approved County-Furnished Appliance, if it is determined they pose a safety risk.
- **The Property Management Director, any Maintenance Department employee, any Safety Committee member, or any department head**, may require the removal of unauthorized appliances, subject to these responsibilities and procedural guidelines.

**Procedures for the installation of appliances.**

- **County-Furnished Appliances (Category 1)** The Property Management Director and the affected department head(s) will evaluate the need for County-Furnished Appliances on a case-by-case basis. County-furnished microwave ovens, refrigerators, or coffee services may be provided in designated employee break areas. Appliances may be placed at locations where employees work overtime or have irregular duty hours, and where nearby food facilities are closed during that time. County-furnished appliances include but are not limited to: fans, foot warmers, leg warmers, space heaters, and task lights. Installation of these appliances is generally approved if a Property Management assessment so warrants and once Property Management reviews other adjustments to the physical work environment Department heads may evaluate the use of an appliance after installation to determine ongoing need.
- **Acceptable Employee-Furnished Appliances (Category 2)** Property Management and the Department heads assume responsibility for any appliance approved for use in the workplace. Small personal appliances must comply with Occupational Safety & Health Administration (OSHA) safety standards and must not pose potential disruptions to the workplace, such as interference with lighting or building power, noise pollution, and/or possible odors generated from stagnant water, lack of cleaning, etc. Appliances in this category may include radios, lamps, or clocks.
- **Unacceptable Employee-Furnished Appliances (Category 3)** Any consideration of a Category 3 appliance requires specific detailed justification (via a maintenance request) and approval of the Property Management Director. Any exception based on medical reasons for placement of unauthorized appliances must be approved by the Human Resources Director as reasonable accommodation. Items such as personal coffee pots, grills, griddles, hot plates, small refrigerators, toaster ovens, popcorn makers, decorator lights (including non-LED holiday string lights), fish tanks and water fountains may cause safety hazards, significant noise pollution, or potential water damage. Cumulative use of these items may cause overload on certain building electrical systems and trigger outages.
- This policy will be construed consistent with State and Federal law. Not all appliances may be appropriate for installation.



## CARLTON COUNTY PUBLIC HEARINGS Rules of Procedure and Decorum

Adopted: May 10, 2022

Revised: April 2022

**PURPOSE:** It is recognized that in order to enhance the concept of effective and democratic government, it is essential that Carlton County establish formal rules of procedure and decorum so that a deliberative process will be observed and not disturbed.

**RULES OF DECORUM:** In order to conduct an orderly and productive meeting, the following rules have been established:

1. Please turn cell phones to silent/vibrate prior to start of meeting.
2. Citizens may prepare remarks in advance for submission to the public record. Prepared remarks should be submitted to the chairperson. Additional material may be submitted to supplement the remarks.
3. All members of the public are allowed to speak during the public comment period. Each member of the public must sign-up to address the presiding board. The sign-up sheet will include name and contact information.
4. Each member of the public addressing the presiding board shall stand if possible and speak into the microphone provided, if applicable. Each member of the public should state who they are and who they represent if representing an organization or other persons.
5. Unless further time is granted by the Chair of the presiding board, remarks from the public shall be limited to four (4) minutes per speaker. Speakers are requested to respect the time limit so others may have an opportunity to speak and to cease comments immediately upon end-time. Presentations on the agenda and direct responses to presiding board questions regarding presentations on the agenda are not so limited.
6. Comments will be timed by the recording secretary or designee. Speakers are expected to cease comments immediately upon end-time.
7. Whenever any group of persons wishes to address the presiding board on the same subject, the chairperson may request that a spokesperson be chosen by the group to address the presiding board.
8. All remarks should be addressed to the presiding board as a body, not to any one member of the presiding board. No remarks should be addressed to members of the audience, county staff or the applicant, if applicable.
9. Speakers shall refrain from the use of individual county staff names. It is appropriate to refer to staff by title and/or department.

## Carlton County Public Hearings Rules of Procedure and Decorum

10. Speakers and audience shall conduct themselves in a respectful manner. Any person indulging in making impertinent, slanderous or profane remarks or gestures or who willfully utters loud, threatening or abusive language, or engages in any disorderly conduct which would impede, disrupt or disturb the orderly conduct of the meeting or public hearing, shall be called to order by the chairperson and, if such conduct continues, may at the discretion of the chairperson, be barred from making any additional comments and may be asked to leave the premises.
11. Audience members are encouraged to refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior. Brief clapping is permissible at the end of a speaker's comments.
12. Audience should refrain from private conversation during meetings.
13. Audience should come and go as necessary from meeting space in the least disruptive manner as possible.
14. No campaign placards, banners, or signs will be permitted within the presiding board's chambers. Exhibits, displays, and visual aids used in connection with presentations to the presiding board are permitted.

**ENFORCEMENT OF RULES:** It is the intent of the presiding board to maintain order and enforce "Rules of Procedure and Decorum" for its meetings. Disregard of these rules will be met with the following consequences:

1. The chairperson will identify out loud the noncompliant behavior and request for the behavior to stop.
2. The chairperson or designee will read out loud the relevant "Rules of Procedure and Decorum."
3. If the behavior continues, the microphone provided for the speaker, if applicable, will be switched off.
4. If the behavior continues, the offending individual or party will be escorted out of the meeting chambers.

**SEVERABILITY:** If any section, subsection, sentence, clause, phrase or portion of these "Rules of Procedure and Decorum" is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.



## **Carlton County Technology, Network, Internet Use and Email Policy**

Adopted: October 13, 2020

Revised:

Reviewed:

### **Purpose**

Carlton County utilizes computers and computer systems in the work place to facilitate communications, improve employee productivity, and fulfill its government functions.

This policy is intended to provide Carlton County employees with rules and guidelines about the appropriate use of county technology equipment, network, internet access, and email.

### **Policy**

This policy shall apply to all employees of Carlton County, and shall govern all county technology equipment, network, internet use/access, and email on all systems that are owned and connect to Carlton County's network or access or store Carlton County data.

All employees must adhere to the policy. Violation of this policy could result in disciplinary and/or legal action up to and including termination of employment. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Department heads shall be responsible for setting specific departmental policies on computer usage within the framework of the overall County policy. Department heads shall also be responsible to establish departmental policies on the creation of data and storage of records consistent with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the preservation of public records consistent with Minn. Stat. § 138.17, and Minn. Stat. § 15.17.

It is the responsibility of Carlton County employees to utilize Carlton County computers and systems to further the goals of Carlton County in providing services to its citizens. Employees are also responsible for taking all precautions necessary to avoid contamination of the county's computers and systems by software viruses and to prevent the unauthorized use of the County's systems. The IT Department shall be responsible to maintain and operate the County's hardware and software systems. This includes the appropriate backup of systems and information for purposes of disaster recovery. Backup of such a nature is not intended to create data.

### **County technology and network**

Carlton County technology equipment in this policy includes county-issued phones, laptops, desktops, tablets and any other technology equipment that belong to Carlton County.

Employees are responsible for equipment whenever they take it out of their offices. County employees should take all reasonable measures to protect Carlton County owned technology.

Any use of our network and connection must follow confidentiality and data protection standards.

Employees should:

- Keep their passwords secret at all times.
- Log into their county accounts only from safe devices.
- Use strong passwords to log into work-related websites and services.

Employees should also be careful when downloading and opening/executing files and software. If an employee is unsure if a file is safe, they should ask the Carlton County IT Department.

Carlton County may install anti-virus, malware, and disk encryption software on our company computers. Employees may not deactivate or configure settings and firewalls without County IT Department approval.

The installation of software such as instant messaging technology is strictly prohibited, unless approved by the Carlton County IT Department.

All internet data that is composed, transmitted and/or received by employees using Carlton County technology equipment is considered to belong to Carlton County and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

### **Employee internet usage**

Employees are advised to use our county's internet connection for the following reasons:

- To complete their job duties.
- To seek out information that they can use to improve their work.
- To access county social media accounts, while conforming to our social media standards.

Unacceptable use of the internet by employees includes, but is not limited to:

- Downloading or uploading obscene, offensive or illegal material.
- Sending confidential information to unauthorized recipients.
- Invading another person's privacy and sensitive information.
- Sending or posting discriminatory, harassing, or threatening messages or images on the internet or via Carlton County email service.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- Stealing, using, or disclosing someone else's password without authorization,
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material.
- Hacking into unauthorized websites.
- Introducing malicious software onto the county network and/or jeopardizing the security of the county's electronic communications systems.
- Visiting potentially dangerous websites that can compromise the safety of our network and computers.

Personal use of Carlton County hardware, software, and internet is permitted. However, such use shall be limited in time and frequency in accordance with County and departmental policies. It shall be conducted in a manner to limit the interruption of County business.

Carlton County equipment is the property of Carlton County and the county reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its internet or network connections.

All sites and downloads may be monitored and/or blocked by Carlton County if they are deemed to be harmful and/or not productive to county business.

The county expects employees to exercise good judgment and remain productive at work while using the internet.

## **Email**

Emails sent via the county email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.

Employees should understand that county email may be saved for files, could be requested through data requests, and is archived currently for a three-year period.

Our employees can use their county email accounts for work-related purposes as long as they don't violate this policy's rules. Employees shouldn't use their county email to:

- Register to illegal, unsafe, disreputable or suspect websites and services.
- Send obscene, offensive or discriminatory messages and content.
- Send unauthorized advertisements or solicitation emails.
- Send or post chain letters, solicitations, or advertisements not related to county purposes or activities
- Send email that is intimidating or harassing.
- Use email for purposes of political lobbying or campaigning.
- Violate copyright laws by inappropriately distributing protected works.
- Pose as anyone other than oneself when sending email, except when authorized to send messages for another when serving in an administrative support role.
- Send unencrypted confidential (protected nonpublic) Carlton County data over the external network.
- Email users must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Carlton County or any unit of Carlton County unless appropriately authorized (explicitly or implicitly) to do so.
- Where appropriate, an explicit disclaimer will be included unless it is clear from the context that the author is not representing Carlton County.
- An example of a simple disclaimer is "the opinions expressed are my own, and not necessarily those of my employer."
- Individuals must not send, forward or receive confidential or sensitive Carlton County information through non-Carlton County email accounts.

## Carlton County Technology, Network, Internet Use and Email Policy

- Individuals must not send, forward, receive or store confidential or sensitive Carlton County information utilizing non-Carlton County accredited mobile devices.
- Send unsolicited messages to large groups except as required to conduct County business.
- Pass off personal views as representing those of the organization
- If an employee is unsure about what constitutes acceptable email usage, then he/she should ask his/her supervisor for further guidance and clarification.

Carlton County reserves the right to monitor county emails. All terms and conditions as stated in this document are applicable to all users of the Carlton County network and internet connection.

All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary action deemed appropriate by Carlton County.

It is the responsibility of each employee to ensure that records are retained according to Carlton County retention policies, in an appropriate format, and that records of Carlton County business are not destroyed due to mismanagement or neglect.

Any e-mail message or information created, sent, received, accessed, or stored with Carlton County's e-mail system is the property of Carlton County. Therefore, users do not have an express or implied personal privacy right in any e-mail message or information created, sent, received, accessed, or stored with Carlton County's e-mail system.

Carlton County currently uses ZixGateway and ZixPort to ensure the confidentiality of private (protected/non- public) information sent via email and to comply with privacy regulations. Carlton County can only guarantee the privacy or confidentiality of e-mail messages delivered through the county's secure email system. Any information that is confidential as a matter of law should be communicated via Carlton County's secure email system.

Carlton County has an email archiving product that allows the Carlton County IT Department to view all incoming and outgoing email. Currently, county email is considered official county communication and is archived for a period of three years from the time of the transmitted email.

Retained email messages are similar to retained printed communication and should be written, transmitted and stored with the same care.

Examples of email messages that may need to be retained include messages related to:

- Policy or decision making
- Specific case files
- Contracts
- A larger record
- Significant public business

Users should be aware that even when they delete an email, though not apparent, it may continue to exist in backup or archival storage devices or in the mailboxes of other recipients or addressees.

Because email accounts are not designed as data retention repositories, users should archive their messages on the file server according to departmental guidelines and record retention schedules. Refer to your Department Head for retention locations and guidelines. Contact the IT Department for assistance with archiving messages.

When the County is a party to litigation, the County Attorney's Office, County Coordinator's Office or responsible authority for the data as outlined in the Carlton County Data Practices Policy may notify users of the need to preserve all email messages relating to a specific subject. Such notice will include instructions on where to hold those messages until otherwise notified.

### **User compliance**

By my electronic signature, I verify that I understand and will abide by this County Technology, Internet Use, and Email Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.