

**CITY OF GOLDEN VALLEY DATA INVENTORY**  
**PURSUANT TO MINN. STAT. § 13.025, SUBD. 1**

Name of Record, File, Or Data Type	Description	Data Classification	Citation For Classification	Employee Work Access
Appointment Files	Appointments to various Council Boards, Commissions, or Committees	Public/Private	Minn. Stat. §§ 13.43, 13.601	Certain employees on an as-needed basis as part of specific work assignments
Attorney Opinions	Official opinions of City attorney	Public/Private	Minn. Stat. §§ 13.393, 13.39	Certain employees on an as-needed basis as part of specific work assignments
Audit Reports External	Based on private companies for review of tax payments, or based on internal operations	Non-Public	Minn. Stat. § 13.37	Certain employees on an as-needed basis as part of specific work assignments
Audit Reports Internal	Based on private companies for review of tax payments, or based on internal operations	Non-Public	Minn. Stat. § 13.392	Certain employees on an as-needed basis as part of specific work assignments
Automatic Payment Plan Authorization Form	With supporting documentation	Public/Private	Minn. Stat. §§ 13.37	Certain employees on an as-needed basis as part of specific work assignments
Bids and Proposals	Responses to requests for bids and proposals	Public/Private	Minn. Stat. § 13.591	Certain employees on an as-needed basis as part of specific work assignments
Building Plans	Commercial, industrial, residential	Public/Private Non-Public	Minn. Stat. §§ 13.37, subd. (1)(b), 541.051	Certain employees on an as-needed basis as part of specific work assignments
Checks (Accounts Receivable)	Received from customers	Public/Private	Minn. Stat. § 13.37	Certain employees on an as-needed basis as part of specific work assignments
Civil Litigation Files	Judgments, settlements, releases, correspondence	Public/Private Confidential Protected Non-Public	Minn. Stat. § 13.39	Certain employees on an as-needed basis as part of specific work assignments
Community Development Block Grant Applications	Annual breakdown of applications and supporting materials	Public/Private	Minn. Stat. § 13.462	Certain employees on an as-needed basis as part of specific work assignments
Credit Card Receipts	Merchant copies	Public/Private	Minn. Stat. § 16A.626	Certain employees on an as-needed basis as part of specific work assignments

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Criminal Litigation Files	Documents litigation involving the City	Public/Private Confidential Protected Non-Public	Minn. Stat. §§ 13.393, 13.82	Certain employees on an as-needed basis as part of specific work assignments
Complaints	By citizens about the use of real property	Public/Private	Minn. Stat. § 13.44	Certain employees on an as-needed basis as part of specific work assignments
Absentee Ballot Application	Absentee ballot application	Public/Private	Minn. Stat. § 203B.12	Certain employees on an as-needed basis as part of specific work assignments
Ballots	Voted or rejected	Public/Private	Minn. Stat. § 13.37	City Clerk on an as-needed basis
Checks	Received from customers submitted electronically	Public/Private	Minn. Stat. § 13.37	Certain employees on an as-needed basis as part of specific work assignments
Insurance Claims	Filed by or against the City	Public/Private	Minn. Stat. § 13.43	Certain employees on an as-needed basis as part of specific work assignments
Fee Waiver Forms	For low income participates in Parks & Recreation programs	Private	Minn. Stat. § 13.462	Certain Parks & Recreation employees on an as-needed basis as part of specific work assignments
Mailing Lists	For program participants	Private	Minn. Stat. § 13.548	Certain Parks & Recreation employees on an as-needed basis as part of specific work assignments
Photographs	Photos retained in accordance with item related to in General Records Retention Schedule	Public/Private	Minn. Stat. § 13.82	Certain employees on an as-needed basis as part of specific work assignments
Property Acquisition	Deeds, contracts, correspondence, purchase valuation data, agreements	Public Confidential Protected Non-Public	Minn. Stat. §§ 13.44, 13.585	Certain employees on an as-needed basis as part of specific work assignments
Property Files	Files involving land acquisitions, condemnations, land sales, lawsuits, etc	Public/Private Confidential Protected Non-Public	Minn. Stat. § 13.39	Certain employees on an as-needed basis as part of specific work assignments

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Real Property Appraisals		Public/Confidential	Minn. Stat. § 13.44	Certain employees on an as-needed basis as part of specific work assignments
Registration Forms	For Parks & Recreation program participants	Public/Private	Minn. Stat. § 13.57	Certain Parks & Recreation employees on an as-needed basis as part of specific work assignments
Rosters	For Parks & Recreation program participants	Private	Minn. Stat. § 13.57	Certain Parks & Recreation employees on an as-needed basis as part of specific work assignments
Social Security Numbers	Collected or maintained on individuals	Private	Minn. Stat. § 13.355	Certain employees on an as-needed basis as part of specific work assignments
Response to Data Requests	Data collected in responding to requests for data maintained by City of Golden Valley	Public/Private	Various	Responsible Authority Data Practices Compliance Official
1099 Miscellaneous Income	1099 Miscellaneous Income	Public/Private	Minn. Stat. § 13.43	Certain employees on an as-needed basis as part of specific work assignments