

**CITY OF  
WATERVILLE**

**GUIDELINES AND PROCEDURES**

**FOR THE**

**MINNESOTA GOVERNMENT  
DATA PRACTICES ACT**

**APRIL, 2001**

## **I. PURPOSE**

The purpose of this policy is to establish and maintain uniform procedures for the provision and/or prohibition of access to Public Data, Private or Non-public Data, and Confidential or Protected Non-public Data, as defined under the Minnesota Government Data Practices Act.

## **11. POLICY**

It is the Policy of the City of Waterville, hereinafter called "City", that it will provide and/or prohibit access to government data in accordance with the Minnesota Government Data Practices Act, such Act to be considered a part of this policy as if reproduced in its entirety herein. In adopting this policy, the City recognizes both its responsibility to its constituents and the interested public and to the subject of the data it collects.

## **III. PROCEDURES FOR ACCESS TO GOVERNMENT DATA**

### **A. General**

All requests to examine data and for copies, must be in writing and signed by the requesting party. Requests for government data shall be made to the Responsible Authority or Designee. All requests to inspect data will be limited to normal business hours of the City. Every attempt will be made to comply with requests in an appropriate and prompt manner as specified by these procedures and by the Minnesota Government Data Practices Act.

Employees and the requesting public should be aware that government records are maintained by certain functional classifications depending upon the purpose and use of the data. Therefore, a request for a certain type of information may not correspond with the City's alphabetic, numeric or functional method of keeping such records. When this is the case, staff will make an effort to facilitate the identification of the appropriate records, but their collection for review may go beyond their normal scope of work.

If a request for public information is of such a nature or volume as to go beyond the reasonable scope of work, the Responsible Authority may determine the earliest possible date for production and direct same.

### **B. Examination of the Data**

All government data falls into one of three categories: Public Data, Private or Non-public Data, the Confidential or Protected Non-public Data. Before responding to any request, the Responsible Authority or designee must determine the classification in which the requested data falls by consulting

the Act or the appropriate statute. Requests for data determined not to be public, must be approved by the Responsible Authority.

1. Public Data: Any person upon request to the responsible authority may examine public government data without charge. Any person requesting an opportunity to inspect public information shall be allowed to do so in a conference room or work station under the direct supervision of the Responsible Authority or Designee.

2. Private or Non-public Data: Examination of private or non-public government data is available without charge only to: a) the subject of the data; b) persons within the City whose work assignment reasonably requires access; c) agencies authorized by state or federal law; and d) agencies or individuals who have the express written consent of the subject of the data. Any such person or agency seeking examination must identify themselves by presenting a Minnesota driver's license or other picture identification card acceptable to the Responsible Authority.

3. Confidential or Protected Non-public Data: Examination of confidential or protected non-public data is limited to: a) persons within the City whose work assignments reasonably require access; and b) agencies or individuals authorized by state or federal law to gain access. Any such person or agency seeking examination must identify themselves by appropriate identification acceptable to the Responsible employee. The Responsible Authority cannot disclose the actual confidential data to the subject of the data but, upon request, shall inform the subject whether confidential data is maintained on him/her. The subject of the data may gain access to this knowledge only upon: a) appearance at the City office with Minnesota driver's license or other picture identification acceptable to the City; or b) appearance by the subject's personal representative identified by a Minnesota driver's license or other picture identification acceptable to the City and with a written and notarized authorization by the subject of the data.

#### C. Explanation of the Data

Any person may request of the Responsible Authority or Designee explanation of the factual content and meaning of the which has been received or inspected. Employees are not able to interpret policy decisions of legislative bodies. They may only provide minutes, resolutions and other factual documentation of such decisions.

#### D. Copies of Data

Any person, upon request to the Responsible Authority or Designee may receive copies of any data which he/she is entitled to inspect. The Responsible Authority will provide copies within a reasonable time after receipt of the request and charge the requesting party the actual costs of the material and any special

costs necessary to produce the copies. Copies of requested information shall be provided at rates specified by the Waterville City Council. A City employee shall prepare all copies.

When a request involves data that has commercial value and is entire formula, pattern, compilation, program, device, method, technique, process, data base, or system developed with a significant expenditure of public funds, the Responsible Authority may charge a reasonable fee for the data in addition to charges of producing the copies.

E. No original documents may be loaned or checked out.

#### IV. RESPONSIBILITY

The Responsible Authority, or designee, shall have primary responsibility for the implementation and coordination of this policy and the Minnesota Government Data Practices Act. The City Administrator is the Responsible Authority and the Designees are the Chief of Police and the City Clerk.

#### V. AUTHORITY

The policy Concerning Dissemination of Public Information was authorized by the City Council on the 3rd day of April, 2001.

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Lawrence Meskan, Mayor

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DATE

## RIGHTS OF DATA SUBJECTS

The rights of individuals on whom the data is stored or to be stored by the City are as set forth here:

A. An individual asked to supply private or confidential data concerning himself/herself will be informed of: a) the purpose and intended use of the requested data within this City; b) whether he/she may refuse or is legally required to supply the requested data; c) any known consequence arising from his/her 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 does not apply when an individual is asked to supply investigative data to a law enforcement officer).

B. Upon request to the Responsible Authority, an individual will be informed: a) whether he/she is the subject of stored data on individuals; b) whether it is classified as public, private or confidential.

C. Upon his/her further request, an individual who is the subject of stored private data on individuals will be shown the data without charge to him/her and, if he/she desires, will be informed of the content and meaning of that data. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to him/her for six months, thereafter, unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

D. The Responsible Authority will provide copies of data upon request by the individual subject of the data. The actual cost of providing copies will be borne by the individual.

E. The Responsible Authority will comply immediately, if possible, with any request made pursuant to this section or within five (5) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible. If he/she will so inform the individual, and may have an additional five (5) days within which to comply with the request, excluding Saturdays, Sundays and legal holidays.

F. An individual may contest the accuracy or completeness of public or private data concerning himself/herself. To exercise this right, an individual must notify the Responsible Authority in writing describing the nature of the disagreement. The Responsible Authority will, within thirty (30) days, either: a) 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 b) notify the individual that he/she believes the data to be correct. Data in dispute will be disclosed only if the individual's statement of disagreement is included with the disclosed data.

## PROCEDURES FOR ACCESS TO PUBLIC AND PRIVATE DATA

### A. GENERAL

All requirements to examine, for copies or for summary data, must be in writing and signed by the requesting party. Requests should be directed to the Responsible Authority. All requests to inspect data will be limited to normal business hours of the City. Every attempt will be made to comply with requests in an appropriate and prompt manner as specified by these procedures and by the Minnesota Governing Data Practices Act.

### B. Examination of the Data

1. Public Data: Any person, upon request to the Responsible Authority, may examine public government data without charge.

2. Private or Non-public Data: Examination of private or non-public government data is available without charge only to: a) the subject of the data; b) persons within the City whose work assignment reasonably requires access; c) agencies authorized by state or federal law; and d) agencies or individuals who have the express written consent of the subject of the data. Any such person or agency seeking examination must identify themselves by presenting a Minnesota driver's license or other picture identification card acceptable to the Responsible Authority.

3. Confidential or Protected Non-Public Data: Examination of confidential or protected non-public data is limited to: a) persons within the City whose work assignments reasonably require access, and b) agencies or individuals authorized by state or federal law to gain access. Any such person or agency seeking examination, must identify themselves by appropriate identification acceptable to the Responsible Authority. The Responsible Authority cannot disclose the actual confidential data to the subject of the data, but, upon request, shall inform the subject whether confidential data is maintained on him/her. The subject of the data may gain access to this knowledge only upon a) appearance at the City office with a Minnesota driver's license or other picture identification acceptable to the Responsible Authority or, b) appearance by the subject's personal representative identified by a Minnesota driver's license or other picture identification acceptable to the Responsible Authority and with a written and notarized authorization by the subject of the data.

### C. Explanation of the Data

Upon request to the Responsible Authority, any person may receive an explanation of the content and the meaning of the data which has been received or inspected.

### D. Copies of the Data

Any person, upon request to the Responsible Authority, may receive copies of any data which he/she is entitled to inspect. The Responsible Authority will provide copies within a reasonable time after receipt of the request and charge the requesting party the actual costs of the material and any special costs necessary to produce the copies. The fee is \$0.15 per page for copies and \$10.00 per hour for the labor involved in preparation of the data requested.

**E. Access to Summary Data**

Any person, upon request to the Responsible Authority, will receive prepared summary data from public, private or confidential data. Within ten (10) days of receipt of the request, the Responsible Authority will inform the requesting party of the estimated costs to provide the summary data, or will provide a written statement describing a time schedule for the preparation including reasons for time delays, or will provide a written statement to the requesting party stating why the Responsible Authority has determined that access would compromise the private or confidential data. The Responsible Authority will charge the requesting party costs associated with the preparation of summary data. The Responsible Authority will provide an estimate of the fee to the requesting party before preparing the summary and may require payment in advance of the preparation.

Adopted: April 3, 2001

PRIVATE AND CONFIDENTIAL DATA MAINTAINED BY THE CITY

1. PERSONNEL DATA (PRIVATE)

Generally, all data about people who are or were an employee, applicant for employment, volunteer, independent contractor, or member of or applicant for a board or commission is private, with the exceptions noted below:

*Public Data - Applicants*

The following data on current and former applicants is public:

- \* Veteran Status
- \* Relevant test scores
- \* Rank on eligible list
- \* Job history
- \* Education and training
- \* Work availability
- \* Name, after being certified as eligible for appointment to a vacancy or when considered a finalist for a position of public employment (which occurs when the person has been selected to be interviewed by the appointing authority)
- \* Names and addresses of applicants for and members of an advisory board or commission.

*Public Data - Employees*

The following data on current and former employees, volunteers, independent contractors, and members of advisory boards and commissions are public:

- \* Name
- \* Actual gross salary
- \* Salary range
- \* Contract fee
- \* Actual gross pension
- \* Value and nature of employer paid fringe benefits
- \* Basis for and amount of added remuneration, including



expense reimbursement

- \* Job title
- \* Job description
- \* Education and training background
- \* Previous work experience
- \* Date of first and last employment
- \* The existence and status (but not nature) of any complaints or charges against the employee, whether or not resulting in discipline
- \* Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees
- \* Terms of any agreement settling any dispute arising from the employment relationship, including a "buyout" agreement
- \* Work location
- \* Work telephone number
- \* Badge number
- \* Honors and awards received
- \* Payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other non-public data
- \* City and county of residence

#### **Undercover Law Enforcement Officer**

All personnel data about a law enforcement officer is private until no longer assigned to those duties. Then the officer is subject to the same rules applicable to other employees unless the law enforcement agency determines that revealing the data would threaten the officer's safety or jeopardize an active investigation.

#### **Access by Labor Organizations**

Personnel data may be given to labor organizations or the Bureau of Mediation Services to the extent that is necessary to conduct elections, notify employees of fair share fee assessments, or to implement state labor laws.

#### **Employee Assistance Programs**

All data associated with employee assistance programs is private.

#### **Harassment**

When there is a harassment complaint against an employee, the employee may not have access to data that would identify the complainant or other witnesses if this would threaten the personal safety of the complainant or witness, or subject them to harassment. However, this information will be provided to the employee in order for him/her to prepare for a disciplinary proceeding that has been initiated.

#### **Peer Counseling Debriefing**

Data acquired by a peer group member in a public safety peer counseling debriefing is private data on the person being debriefed.

#### **Protection of Employee or Others**

It is reasonably necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, information that is relevant to the safety concerns may be released to (1) the person who may be harmed or to the person's attorney when relevant to obtaining a restraining order, (2) a prepetition screening team in the commitment process, or (3) a court, law enforcement agency or prosecuting authority.

#### **2. Property Complaint Data (Confidential). Minn.Stat.13.59.**

The identities of individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.

#### **3. Planning Questionnaires (Private). Minn.Stat.13.59.**

Names, addresses, and legal descriptions of property, that are collected in questionnaires or surveys of individuals and businesses for the purposes of planning, development, or redevelopment.

#### **4. Security Information (Private). Minn.Stat.13.37**

Data which if disclosed would be likely to substantially jeopardize the security of information, possessions, individuals, or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury. This includes crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers. These may be disseminated to other volunteers participating in crime prevention programs.

**5. Absentee Ballots (Private). Minn.Stat.13.37**

Sealed absentee ballots before opening by an election judge.

**6. Sealed Bids (Private). Minn.Stat.13.37**

Sealed bids, including the number of bids received, prior to opening.

**7. Labor Relations Information (Private). Minn.Stat.13.37**

Management positions on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position.

**8. Firearms Data. Minn.Stat.13.36**

Data about the purchase or transfer of firearms and applications for permits to carry firearms.

**9. Examination Data. Minn.Stat.13.34**

Completed versions of personnel and licensing examinations are private, unless the responsible authority determines that they should be confidential because access would compromise the objectivity, fairness, or integrity of the examination process.

**10. Elected Officials Correspondence (Private) Minn.Stat.13.33**

Correspondence between individuals and elected officials, but either may make it public.

**11. Benefit Data (Private) Minn.Stat.13.31**

All data about individuals participating in the City's housing rehabilitation program.

**12. Civil Investigative Data Minn.Stat.13.39**

Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are

retained in anticipation of pending civil litigation is confidential, except that a complainant's statement is private.

**13. Appraisal Data (Confidential). Minn.Stat.13.50**

Appraisals made for the purpose of selling or acquiring land.

**14. Assessor's Data (Private). Minn.Stat.1351**

Data on sales sheets from private multiple listing service organizations.

Income information on individuals used to determine eligibility of property for classification 4c under Minn.Stat. 273.13, Subd. 25 (c).

The following data regarding income properties:

- \* income and expense figures for current year and past three years,
- \* average vacancy factors for past three years
- \* net rentable or useable areas,
- \* anticipated income and expenses for current year
- \* projected vacancy factor for current year, and
- \* lease information

Social Security numbers (Minn.Stat.13.49).

**15. Transportation Service Data (Private) Minn.Stat.13.521.**

Personal, medical, financial, familial or locational information, except name of applicants or users of transportation services for the disabled or elderly.

**16. Recreation Data (Private) Minn.Stat.13.57.**

For people enrolling in recreational or other social programs: name, address, telephone number, any other data that identifies the individual. Any data which describes the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of an individual.

**17. Law Enforcement Data. Minn.Stat. 13.80 and 13.82.**

Data collected under the *Domestic Abuse Act* is *confidential*.

The audio recording of a 911 call is *private* regarding the individual making the call, *but a written transcript is public*.

Certain arrest data, requests for service data, and response or incident data is public under Minn.Stat.13.82. Otherwise, investigative data collected to prepare a case against a person

or the commission of a crime or civil wrong is **confidential** while the investigation is active. Photographs which are part of inactive investigation files are **private if they are clearly offensive to the common sensibilities**. Booking photographs are public.

The identity of a victim of child abuse or neglect is **private**. The identity of a reporter of child abuse or neglect is **confidential**. Inactive investigative data which relates to the alleged abuse or neglect of a child by a person responsible for the child's care is **private**.

**Video tapes of child abuse victims may not be released under any circumstances without a court order.**

The following are private:

- \* The identity of undercover law enforcement officers
- \* The identity of criminal sexual conduct victims
- \* The identity of certain informants
- \* The identity of victims, witnesses, people making a 911 call whose personal safety or property would be threatened by disclosure
- \* The identity of a person making a 911 call to receive help in a mental health emergency

Unique descriptions of stolen, lost, confiscated, or recovered property are **private**.

Identities of customers of licensed pawnshops and secondhand goods dealers are **private**.

Detention data which would disclose personal, medical, psychological or financial information or endanger an individual's life is **private** (Minn.Stat.13.85).

Criminal history data is private, except convictions of crimes within the past 15 years (Minn.Stat.13.87).

Deliberative processes or investigative techniques are **confidential**.

#### **17. City Attorney Records. Minn.Stat.13.30**

The use, collection, storage, and dissemination of data by the city attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility. Data which is the subject of attorney-client privilege is

*confidential*. Data which is the subject of the "work product" privilege is *confidential*.

REQUEST FOR REVIEW OF  
PUBLIC RECORDS

I/We, the undersigned, are requesting permission to review  
the following records held in the City of Waterville:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

GOVERNMENT RECORDS (specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

Information Received/Sent: \_\_\_\_\_

\*\*\* FOR OFFICE USE \*\*\*

Designation for Requested Date: \_\_\_\_\_ Public \_\_\_\_\_,

Private \_\_\_\_\_, Non-Public \_\_\_\_\_, Confidential \_\_\_\_\_

Protected Non-Public \_\_\_\_\_,

Approved: \_\_\_\_\_  
Employee

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

Approval by the City Administrator is necessary for any data  
determined not to be public.

Approved: \_\_\_\_\_  
City Administrator

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

## NOTICE TO APPLICANTS

### IMPORTANT FACTS CONCERNING INFORMATION PROVIDED ON YOUR APPLICATION:

Minnesota Statutes 13.04 Subd. 2 (1988) on data privacy require that you be informed that the following information which you will be asked to provide in the employment process is considered private data:

NAME	HOME ADDRESS
HOME PHONE NUMBER	SOCIAL SECURITY NUMBER
DATE OF BIRTH	CONVICTION RECORD
SEX	AGE GROUP
RACIAL/ETHNIC GROUP	DISABILITY TYPE

We ask this information for the following reasons:

- \* To distinguish you from all other applicants and identify you in our personnel files;
- \* To enable us to verify that you are the individual who takes the examination;
- \* To enable us to contact you when additional information is required, send you notices and/or schedule you for interviews;
- \* To determine if you meet the minimum age requirements (if any);
- \* To determine whether or not your conviction record may be a job-related consideration affecting your suitability for the position you applied for;
- \* To enable us to ensure your rights to equal opportunities;
- \* to meet federal reporting requirements;
- \* To make processing more efficient

**FURNISHING SOCIAL SECURITY NUMBER, DATE OF BIRTH (UNLESS A MINIMUM AGE IS REQUIRED), SEX, AGE GROUP, RACIAL/ETHNIC AND DISABILITY DATE IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED.**

Private data is available only to you and to other persons in the City or City related programs who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Should you be hired, your name and position will become public information and may be provided to anyone.



**DATA PRACTICES ADVISORY**  
(Tennessee Warning)

Some or all of the information that you are asked to provide on the attached form is classified by State law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is: \_\_\_\_\_

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You  are /  are not legally required to provide this information.

If you refuse to supply the information, the following may happen: \_\_\_\_\_

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Other persons or entities authorized by law to receive this information are:

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NOTICE TO PERSONS UNDER AGE 18

Some of the information you are asked to provide is classified as private under State law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- Whether you are of sufficient age and maturity to explain the reasons and understand the consequences,
- Whether denying access may protect you from physical or emotional harm,
- Whether there is reasonable grounds to support your reasons, and
- Whether the data concerns medical, dental, or other health service provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO: \_\_\_\_\_ DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
(name) (title)

REQUEST TO WITHHOLD INFORMATION		
I request that the following information: _____		
_____		
Be withheld from: _____		
_____		
For these reasons: _____		
_____		
Date: _____	Print Name: _____	Signature: _____

CONSENT TO RELEASE PRIVATE DATA

I, \_\_\_\_\_, authorize the City of Waterville to release the following private data about me:

\_\_\_\_\_

\_\_\_\_\_

to the following person or people:

\_\_\_\_\_

\_\_\_\_\_

The person or people receiving the private data may use it for the following purpose or purposes:

\_\_\_\_\_

The expiration cannot exceed one year from the authorization, except in the case of authorizations given in connection with applications for life insurance or non-cancelable or guaranteed renewable health insurance identified as such, two years after the date of the policy.

I agree to give up and waive all claims that I might have against the City, its agents and employees for releasing data pursuant to this request.

\_\_\_\_\_  
Signature

IDENTITY VERIFIED BY: \_\_\_\_\_

Witness: X \_\_\_\_\_

Identification: Driver's License, State ID, Passport,

other: \_\_\_\_\_

Responsible Authority/Designee: \_\_\_\_\_

PUBLIC DATA

ALL MINUTES RECORDED IN MINUTE BOOK

ALL TAPES OF OPEN MEETINGS (TAPES MAY NOT BE TAKEN OUT  
OF OFFICE)

ALL SALARIES AND BENEFITS PAID TO EMPLOYEES

DATE OF EMPLOYMENT WITH CITY

ALL BILLS PAID BY CITY

ALL COMMENDATIONS RECEIVED BY EMPLOYEES AND PART OF THEIR  
EMPLOYMENT RECORD

NAMES OF ALL ATTORNEYS EMPLOYED BY CITY

NAMES OF ALL PERSONNEL OF CITY (NO PERSONAL TELEPHONE  
NUMBERS OR HOME ADDRESSES MAY BE GIVEN)

ALL BID OR QUOTE AMOUNTS AND NAMES OF THOSE SUBMITTING SAME

GENERALLY, ANY INFORMATION CONTAINED IN THE GENERAL FILES  
(IF NOT CERTAIN, REFER REQUEST TO CITY ADMINISTRATOR, IF THE  
ADMINISTRATOR IS NOT AVAILABLE, PERSON REQUESTING  
INFORMATION WILL HAVE TO REQUEST THE INFORMATION WHEN THE  
ADMINISTRATOR IS AVAILABLE.

PRIVATE DATA

PRIVATE DATA CONTAINED IN PERSONNEL FILES:

- A. REASON FOR USING SICK LEAVE
- B. ADDRESS AND TELEPHONE NUMBER
- C. EDUCATIONAL DATA, MENTAL HEALTH DATA, MEDICAL DATA
- D. EVALUATION DATA

PRIVATE DATA IN OFFICE:

- A. ALL TAPES OF CLOSED MEETINGS.
- B. ANY COMPLAINTS FILED BY THE PUBLIC MARKED CONFIDENTIAL
- C. ANY CORRESPONDENCE FROM ATTORNEY REGARDING ANY PENDING ACTIONS THE CITY IS INVOLVED IN
- D. ALL INTERNAL INVESTIGATIONS OF COMPLAINTS ABOUT EMPLOYEES UNTIL A DISPOSITION HAS BEEN REACHED

REQUEST FOR REVIEW OF  
PUBLIC RECORDS

I/We, the undersigned, are requesting permission to review  
the following records held in the City of Waterville:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

GOVERNMENT RECORDS (specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

Information Received/Sent: \_\_\_\_\_

\*\*\* FOR OFFICE USE \*\*\*

Designation for Requested Date: \_\_\_\_\_ Public \_\_\_\_\_,

Private \_\_\_\_\_, Non-Public \_\_\_\_\_, Confidential \_\_\_\_\_

Protected Non-Public \_\_\_\_\_,

Approved: \_\_\_\_\_  
Employee

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

Approval by the City Administrator is necessary for any data  
determined not to be public.

Approved: \_\_\_\_\_  
City Administrator

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

## NOTICE TO APPLICANTS

### IMPORTANT FACTS CONCERNING INFORMATION PROVIDED ON YOUR APPLICATION:

Minnesota Statutes 13.04 Subd. 2 (1988) on data privacy require that you be informed that the following information which you will be asked to provide in the employment process is considered private data:

NAME	HOME ADDRESS
HOME PHONE NUMBER	SOCIAL SECURITY NUMBER
DATE OF BIRTH	CONVICTION RECORD
SEX	AGE GROUP
RACIAL/ETHNIC GROUP	DISABILITY TYPE

We ask this information for the following reasons:

- \* To distinguish you from all other applicants and identify you in our personnel files;
- \* To enable us to verify that you are the individual who takes the examination;
- \* To enable us to contact you when additional information is required, send you notices and/or schedule you for interviews;
- \* To determine if you meet the minimum age requirements (if any);
- \* To determine whether or not your conviction record may be a job-related consideration affecting your suitability for the position you applied for;
- \* To enable us to ensure your rights to equal opportunities;
- \* to meet federal reporting requirements;
- \* To make processing more efficient

FURNISHING SOCIAL SECURITY NUMBER, DATE OF BIRTH (UNLESS A MINIMUM AGE IS REQUIRED), SEX, AGE GROUP, RACIAL/ETHNIC AND DISABILITY DATE IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED.

Private data is available only to you and to other persons in the City or City related programs who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Should you be hired, your name and position will become public information and may be provided to anyone.

## NOTICE TO PERSONS UNDER AGE 18

Some of the information you are asked to provide is classified as private under State law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- Whether you are of sufficient age and maturity to explain the reasons and understand the consequences,
- Whether denying access may protect you from physical or emotional harm,
- Whether there is reasonable grounds to support your reasons, and
- Whether the data concerns medical, dental, or other health service provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO: \_\_\_\_\_ DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
(name) (title)

REQUEST TO WITHHOLD INFORMATION		
I request that the following information: _____		
_____		
Be withheld from: _____		
_____		
For these reasons: _____		
_____		
Date: _____	Print Name: _____	Signature: _____



CONSENT TO RELEASE PRIVATE DATA

I, \_\_\_\_\_, authorize the City of Waterville to release the following private data about me:

\_\_\_\_\_

to the following person or people:

\_\_\_\_\_

The person or people receiving the private data may use it for the following purpose or purposes:

\_\_\_\_\_

The expiration cannot exceed one year from the authorization, except in the case of authorizations given in connection with applications for life insurance or non-cancelable or guaranteed renewable health insurance identified as such, two years after the date of the policy.

I agree to give up and waive all claims that I might have against the City, its agents and employees for releasing data pursuant to this request.

\_\_\_\_\_  
Signature

IDENTITY VERIFIED BY: \_\_\_\_\_

Witness: X \_\_\_\_\_

Identification: Driver's License, State ID, Passport,  
other: \_\_\_\_\_

Responsible Authority/Designee: \_\_\_\_\_

DATA PRACTICES ADVISORY  
(Tennessee Warning)

Some or all of the information that you are asked to provide on the attached form is classified by State law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is: \_\_\_\_\_

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You  are /  are not legally required to provide this information.

If you refuse to supply the information, the following may happen: \_\_\_\_\_

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Other persons or entities authorized by law to receive this information are:

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