

Data Maintained by the City of Rochester

City of Rochester Organizational Policy

Purpose

This document identifies the name, title, and address of the Responsible Authority for the City of Rochester and describes private or confidential data on individuals maintained by the City of Rochester (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of the City of Rochester's procedures for ensuring that not-public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, the City's Responsible Authority and Data Practices Designee(s) will also have access to not-public data on an as needed basis as part of a specific work assignment.

City of Rochester's Responsible Authority is:

Ann Kasel, City Clerk
201 4th Street SE, Room 135
Rochester, MN 55904
Phone: 507-328-2311
E-mail: Records@rochestermn.gov

City of Rochester's Compliance Official is:

Michael Spindler-Krage, City Attorney
201 4th Street SE, Room 247
Rochester, MN 55904
Phone: 507-328-2100

Direct all questions about this document to the City of Rochester's Records Manager:

Jennifer K. Kellogg
201 4th Street SE, Room 135
Rochester, MN 55904
Phone: 507-328-2909
E-mail: Records@rochestermn.gov

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Department	Data Classification	Citation for Classification	Employee Work Access
Accident Reports involving City Vehicles	Records used to document vehicle/equipment accidents	HR	Public Private	MS 13.72	Risk & Safety Manager Risk & Safety Coordinator
Advisory Council Member Data	Data pertaining to advisory council applicants and appointees	Multiple	Public Private Confidential	MS 13.601	Certain employees on an as-needed basis as part of a specific work assignment Finance Dept: Director of Finance
Affirmative Action Data	Records to document complaints, investigations, and resolutions of affirmative action issues; confidential data forms of applicants; and departmental tracking and compliance records	Human Resources	Public Private Confidential	Federal Statute Sect. 709 (e) Title VII Civil Rights	Certain employees on an as-needed basis as part of a specific work assignment

Applicant Records	Completed assessments and results, related documentation, and application forms	Human Resources	Public Private	MS 13.43 (rev)	Certain employees on an as-needed basis as part of specific work assignments
Assessment Data	Data collected, created, maintained, or received in the processes of producing assessment data	Office of City Clerk Public Works	Public Private Confidential	MS 13.51 MS 13.52	Certain employees on an as-needed basis as part of a specific work assignment
Attorney Data	Data related to attorney work product or data protected under attorney-client privilege	Multiple	Private	MS 13.393	Certain employees on an as-needed basis as part of a specific work assignment
Assessor Information	Data collected, created, maintained, or received by a political subdivision	Office of City Clerk Public Works	Private	MS 13.51	Certain employees on an as-needed basis as part of a specific work assignment
Automated License Plate Reader Data	Information gathered or retained by the Automated License Plate Reader	Rochester Police Department	Public Private	MS 13.824	Certain employees on an as-needed basis as part of a specific work assignment

Award Data	Financial data on business entities submitted for the purpose of presenting awards		Private or Non-public	MS 13.48	Certain employees on an as-needed basis as part of a specific work assignment
Background Investigation Records / Internal Affairs Case Information	Documentation and data obtained during, or relating to performing, background investigations on individuals and case documentation	Rochester Police Department/Human Resources Rochester Fire Department	Public Private Confidential	MS 13.43 (rev) subd. 2(b) 4, 12, 17 MS 13.82 (rev.)	Certain employees on an as-needed basis as part of a specific work assignment
Body Camera Data	Any data collected on a device worn by a peace officer.	Rochester Police Department	Private	MS 13.825	Certain employees on an as-needed basis as part of a specific work assignment
Business Licensing	Data collected, created, received, or maintained performing the function of processing business licenses	Multiple	Public Private Confidential	MS 13.41 (rev)	Certain employees on an as-needed basis as part of a specific work assignment
Civil Investigative Data	Data that are collected in order to start or defend a pending civil legal action, or because a civil legal action is expected	Multiple	Public Confidential	MS 13.39	Certain employees on an as-needed basis as part of a specific work assignment

Civil Matters Data	Assignments, Advice, Administrative Hearings, Claims, Litigation, Contracts, Agreements	City Attorney Public Works Department Parks & Recreation Department	Public Private Confidential	MS 363A.35 MS 13.393 MS 13.43 (rev) MS 13.82 (rev.) MS 176.231	Certain employees on an as-needed basis as part of a specific work assignment
Complaint/Complainant Data	Data related to complaints made to the City by the general public	Multiple	Public Private Confidential	MS 13.43 (rev)	Certain employees on an as-needed basis as part of a specific work assignment Civic Center: Executive Staff and General Manager
Computer Use and Access Data	Data collected, created, or maintained about a person's access to a government entity's computer	Multiple	Public Private	MS 13.15	Certain employees on an as-needed basis as part of a specific work assignment Civic Center: Marketing Department, It Manager, Administration Department

Confidential Informants	Records, files, and documentation that may contain the identity of, contacts with, and reliability of confidential informants.	Rochester Police Department	Private Confidential	MS 13.82 subd. 17 (c) MS 13.86 subd. 2	Certain employees on an as-needed basis as part of a specific work assignment
Contact Information	Names, addresses, and contact person for individual exhibitors may be withheld at the discretion of the facility	Mayo Civic Center	Public Private	MS 13.55	Certain employees on an as-needed basis as part of a specific work assignment Civic Center: Sales, Events, Food & Beverage, Finance, and Administration
Continuity of Operations	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of a government entity	Multiple	Private	MS 13.43 subd. 17	Certain employees on an as-needed basis as part of a specific work assignment

Correspondence	Letters and electronic correspondence	Multiple	Public Private Confidential	Various	Certain employees on an as-needed basis as part of a specific work assignment Civic Center: Marketing, HR, Finance and IT; Finance – Actual Position Title: Director of Finance
Criminal Case Files	Records that are created and used to document complaints, arrests and incidents involving criminal offenses, incidents, documentation, and investigations	Multiple	Public Private Confidential	MS 13.82 (rev.) Various	Certain employees on an as-needed basis as part of a specific work assignment
Crime Laboratory Records	RPD Crime Laboratory findings ,records, or information and it corresponding documentation	Rochester Police Department	Private	MS 13.82 (rev.) Various	Certain employees on an as-needed basis as part of a specific work assignment

Criminal Matters Data	Records document various types of criminal cases which may include assault, harassment, order for protection, animal control, gross misdemeanors, DWI, domestic abuse, bench warrants, expungements, code compliance, justice crimes; livability crimes, property and theft, vulnerable adults, weapons, drugs and alcohol, insurance violations, parking violations, moving violations, serious traffic violations, etc.	City Attorney Rochester Police Department	Public Private Confidential	MS 13.393 MS 13.82 (rev.) , 609A	Certain employees on an as-needed basis as part of a specific work assignment
Data Breach	Information regarding the breach of the security of data	Information Technology	Public Private Confidential	MS 13.055	Certain employees on an as-needed basis as part of specific work assignments

Data on Decedents	Upon the death of the data subject, private data and confidential data shall become, respectively, private data on decedents and confidential data on decedents. Private data on decedents and confidential data on decedents shall become public when ten years have elapsed from the actual or presumed death of the individual and 30 years have elapsed from the creation of the data.	Rochester Police Department	Public Private Confidential	MS 13.10	Certain employees on an as-needed basis as part of specific work assignments
Data Practices Request & Response Information	Data related to requests under the Minnesota Government Data Practices Act	Office of City Clerk	Public Private Confidential	Various	Certain employees on an as-needed basis as part of a specific work assignment
Deferment Application	Information collected on individuals for the purposes of deferment applications		Public Private	MS 13.51 subd. 2 MS 13.52	Certain employees on an as-needed basis as part of a specific work assignment

Development Data	Data collected, submitted, created, or maintained for the purpose of planning, development, redevelopment, or government programs	Community Development	Public Private Confidential	MS 13.59 MS 13.591	Certain employees on an as-needed basis as part of a specific work assignment
Domestic Abuse Data	All government data on individuals which is collected, created, received or maintained by police departments, sheriffs' offices or clerks of court pursuant to the Domestic Abuse Act, section 518B.	Rochester Police Department	Confidential until a temporary court order made pursuant to subd. 507 of section 518B.01 is executed or served upon the data subject who is the respondent to the action	MS 13.80	Certain employees on an as-needed basis as part of a specific work assignment

Drone Data	This section applies to unmanned aerial vehicle data collected, created, or maintained by a law enforcement agency and to law enforcement agencies that maintain, use, or plan to use an unmanned aerial vehicle in investigations, training, or in response to emergencies, incidents, and requests for service. Unmanned aerial vehicle data collected, created, or maintained by a government entity is classified under chapter 13.	Rochester Police Department	Private Non-Public Public	MS 626.19 MS 13.82 (rev.)	Certain employees on an as-needed basis as part of a specific work assignment
Elected and Appointed Officials Correspondence	Correspondence between elected officials and individuals	Mayor Clerk's	Public Private	MS 13.601	Certain employees on an as-needed basis as part of a specific work assignment

Election Data	The sections referred to in this section are codified outside this chapter. Those sections classify campaign, ethics, and election data as other than public, place restrictions on access to government data, or involve data sharing and indicates related data that is codified elsewhere	Office of City Clerk	Public Private Confidential	MS 13.607	Certain employees on an as-needed basis as part of a specific work assignment
Emergency Communications	Communications made to emergency services for the purpose of requesting service from law enforcement, fire, or medical agency (transcripts of 911 calls that do not reveal the identity of the caller are public)	Rochester Police Department	Private Confidential	MS 13.82 subd. 3, 4, 17 (f), 25	Certain employees on an as-needed basis as part of a specific work assignment
Employee Benefits Data	Records used to maintain, track and report on employee participation in the available City-run or sponsored benefit programs	Human Resources	Public Private	MS 13.43 (rev)	Certain employees on an as-needed basis as part of a specific work assignment

Federal Contracts Data	Data collected due to a contract with a federal agency that requires it as a condition	Multiple	Private	MS 13.35	Certain employees on an as-needed basis as part of a specific work assignment Finance Department = Actual Title-Purchasing Analyst
Grading Plans	Records used by examiners to determine compliance with applicable codes/ordinances prior to permit issuance	Public Works - Land Development	Public Private	MS 13.37	Certain employees on an as-needed basis as part of a specific work assignment
Grants	Data created, received, collected, or maintained as part of the grant request and awarding process	Multiple	Public Private	MS 13.599	Certain employees on an as-needed basis as part of a specific work assignment Finance Department – Actual Title = Purchasing Analyst Civic Center = Marketing, Finance
Housing Agency Data	Financial information regarding a Housing Finance Agency loan or grant recipient	Community Development	Public Private	MS 13.585 MS 13.586	Certain employees on an as-needed basis as part of a specific work assignment

Investigative Data	Department access to criminal history, arson investigation information, fire insurance information, records of the State Fire Marshal, and 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	Rochester Fire Department Rochester Police Department	Private Confidential	MS 13.6905 MS 13.86	Certain employees on an as-needed basis as part of a specific work assignment
Juvenile Records	Data that are created and used to document complaints, arrests and incidents involving juveniles (age of suspect or arrestee at date of incident is less than 18 years)	Rochester Police Department	Public Private Confidential	MS 13.6905 subd. 16, MS 13.82 subd. 2, 17(g), 29 MS 260B.171 subd. 5 MS 260C.171 MS 13.875 MS 1205.0500	Certain employees on an as-needed basis as part of a specific work assignment

Labor Relations Data	Records used to track grievances made by employees; collective bargaining agreements and negotiations; compliance monitoring	Human Resources	Public Private	MS 13.43 (rev)	Certain employees on an as-needed basis as part of a specific work assignment
Legal Administration and Common Attorney Records	Records may include administrative data, subpoenas, historically significant legal matters, formal attorney opinions, informal opinions, timekeeping, and litigation logs used in the conduct of City business	City Attorney	Public Private Confidential	MS 13.39 MS 13.393 MS 13.82 (rev.) MS 13.43 (rev) Fed Rules of Crim. Procedure 6 (e) (3) (B)	Certain employees on an as-needed basis as part of a specific work assignment
Legal Compliance Data	Affirmative Action Reports, Benefit Reports, I-9's, OSHA Reports, Pay Equity Reports, Labor Relations Reports	Multiple	Public Private	MS 13.43 (rev) MS 13.64	Certain employees on an as-needed basis as part of a specific work assignment

Library Borrowers Data	Data linking Library patron names with materials requested or borrowed or that link a patron's name with a specific subject; data in applications for borrower cards, other than the name of the borrower	Rochester Public Library	Private	MS 13.40, Subd.2	Certain employees on an as needed basis as part of specific work assignments
Licenses and Permits	Any information, documentation and data required or produced in the process of obtaining licenses and permits. Records may include applications and supporting documents (including background checks), copies and renewals, and any modifications.	Multiple	Public Private Confidential	MS 13.37 MS 13.41 (rev) MS 13.69 MS 13.87	Certain employees on an as-needed basis as part of a specific work assignment
Mandated Reporter Identities	Identities of individuals who are obligated to report information to law enforcement	Rochester Police Department	Private	MS 13.82 subd. 17 (h), 609.456, 626.556, 626.557	Certain employees on an as-needed basis as part of a specific work assignment

Medical Payment Records	Records which document payment and receivable invoices for health/medical services provided to clients by direct service programs	Finance HR	Public Private	MS 13.384 MS 13.43 (rev)	Certain employees on an as-needed basis as part of a specific work assignment Finance – Actual Title: Accounting Manager
Municipal Utility Customer Data	Data maintained, collected, received or created related to utility services or products provided by the City of Rochester.	Public Works Rochester Public Utilities	Private	MS 13.685	Certain employees on an as-needed basis as part of a specific work assignment Others as stipulated in the law
Parking Enforcement	Data maintained, collected, received or created regarding parking certificates and special license plates	Rochester Police Department, Clerk's	Private	MS 13.69	Certain employees on an as-needed basis as part of a specific work assignment
Parking Space Leasing Data	Data including security information and parking space leasing data	Public Works - Parking	Private	MS 13.37 (d)	Certain employees on an as-needed basis as part of a specific work assignment

Personal Contact and Online Account Information	Telephone number, email address and usernames and passwords collected, maintained or received by a government entity for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual	Multiple	Private	MS 13.356	Certain employees on an as-needed basis as part of a specific work assignment Finance – Actual Title: Director of Finance; Civic Center = Marketing
Personnel Data	Data about employees, applicants, volunteers and independent contractors; labor relations information	Multiple	Public Private Confidential	MS 13.43 (rev) 179A.03 subd.4	Certain employees on an as-needed basis as part of a specific work assignment
Safe at Home and other Program Participants in regards to inspections	Data on program participants maintained by a local government entity in connection with an active investigation or inspection of an alleged health code, building code, fire code, or city ordinance violation	Community Development	Private Confidential	MS 13.805	Certain employees on an as-needed basis as part of a specific work assignment

Property Data	Data collected, created, maintained, or received by a government entity that register complaints, building code violations, and appraisal data	Multiple	Public Private Confidential	MS 13.44	Certain employees on an as-needed basis as part of a specific work assignment
Occupational Injury and Illness Reporting Data	Records used to document the nature of a work-related personal injury or illness and meet the requirements of state law	Human Resources	Private Confidential	176.231 MS 13.39	Certain employees on an as-needed basis as part of a specific work assignment HR – Actual Title: Safety & Risk Manager, Safety & Risk Coordinator
Responses to Requests for Proposals (RFP's) and requests for bids Part 1	Responses to Requests for Proposals (RFPs) and requests for bids	Multiple Departments	Public Private	MS 13.37	Certain employees on an as-needed basis as part of a specific work assignment
Responses to Requests for Proposals (RFP's) and requests for bids Part 2	Trade secret data in response to Requests for Proposals (RFPs) and requests for bids	Multiple Departments	Private	MS 13.37	Certain employees on an as-needed basis as part of a specific work assignment

Security Information	Account numbers or credit/debit card numbers in combination with any required security code, access code or password that would permit access to an individual's financial account	Multiple	Private	MS 13.37	Certain employees on an as-needed basis as part of specific work assignments Finance – Actual Title = Account Manager
Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Rochester Police Department Rochester Fire Department Rochester Parks and Rec	Private	MS 13.548	Certain employees on an as-needed basis as part of a specific work assignment
Social Security Numbers	Social Security numbers assigned to individuals,	Multiple	Private	MS 13.355	Certain employees on an as-needed basis as part of a specific work assignment

Traffic Control/ Accident Records	Any data, reports, documentation or supplemental information relating to a traffic incident or accident report	Rochester Police Department	Private Public Confidential	MS 13.82 (rev.), 169.09 subd. 13	Certain employees on an as-needed basis as part of a specific work assignment
Worker's Compensation Claims	Records used to document claims filed as the result of on-the-job accidents and illnesses by City employees.	Human Resources	Confidential	MS 13.43 (rev) MS 176.231	Certain employees on an as-needed basis as part of a specific work assignment Human Resources – Actual Title: Risk & Safety Manager, Risk & Safety Coordinator

Associated Forms

- N/A

Legal & Statutory Authority

- MN Statute, Section 13.05

Approval & Policy Revisions

Policy revisions approved on June 1st, 2025

Ann Kasel, City Clerk

Policy History

Current Revision: 06/01/2025

Previous Revision(s):