

Data on Individuals
Maintained by the Minnesota Department of Administration
October 2023

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

This document is also part of Admin’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, Admin’s Responsible Authority, Data Practices Compliance Official, Senior Leadership Team, and the Agency General Counsel will also have access to all not public data on an as needed basis as part of a specific work assignment.

Admin’s Responsible Authority is:
Tamar Gronvall, Commissioner
200 Administration Building
50 Sherburne Ave., St. Paul, MN 55155

Direct all questions about this document to Data Practices Compliance Official
(DPCO):
Stacie Christensen
200 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
(651) 201-2500

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Data Maintained by Many or All Admin Division

The following data are maintained by more than one division in Admin.

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Security information	Data that would substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury, if the data were released to the public	Private	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
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	Confidential Public	MS 13.39	Certain employees on an as needed basis as part of specific work assignments
Social Security numbers	Social Security numbers assigned to individuals	Private	MS 13.355	Certain employees on an as needed basis as part of specific work assignments
Personnel data	Data about employees, applicants, volunteers and independent contractors; labor relations information	Public Private Confidential	MS 13.43 179A.03, subd. 4	Certain employees on an as needed basis as part of specific work assignments
Correspondence	Letters and electronic correspondence	Public Private Confidential	Various	Certain employees on an as needed basis as part of specific work assignments
Advisory council member data	Data pertaining to advisory council applicants and appointees.	Public Private Confidential	MS 13.601	Certain employees on an as needed basis as part of specific work assignments

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 operation of a government entity.	Private	MS 13.43, subd. 17	Certain employees on an as needed basis as part of specific work assignments
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	Private	MS 13.356	Certain employees on an as needed basis as part of specific work assignments
Legislative Data	Preliminary drafts of legislative and budget proposals	Nonpublic	13.605	Certain employees on an as needed basis as part of specific work assignments
Attorney Data	Data related to attorney work product or data protected attorney-client privilege	Private	MS 13.393	Certain employees on an as needed basis as part of specific work assignments
Internal audit data	<ul style="list-style-type: none"> • Data created, collected, and maintained for the purpose of performing audits and/or relating to an audit or investigation; • Working papers gathered or generated until the final report is published or audit becomes inactive 	Public Private Confidential	MS 13.392 MS 13.43 MS 13.37	<ul style="list-style-type: none"> • Commissioner • Deputy Commissioner • Internal Auditor • Agency General Counsel • Certain employees on an as needed basis as part of specific work assignments

Commissioner’s Office

		<i>Reporting Division/Office</i> Commissioner’s Office		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
Admin Response to data requests	Data collected by Admin data practices compliance official in responding to requests for data maintained by Admin	Public Private	Various	<ul style="list-style-type: none"> • Responsible Authority • Data Practices Compliance Official

State Archaeologist

		<i>Reporting Division/Office</i> State Archaeologist		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		<i>Address:</i> 328 W. Kellogg Blvd. St. Paul, MN 55102		
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
State Archaeologist Burial Site File	Information about individuals who own or lease private property that contains un-platted human burials.	Public Private	MS 307.08 MS 13.37	<ul style="list-style-type: none"> • State Archeologist • SPA Principal, SPA Senior • Community Services Office Mgr

Minnesota Office of Continuous Improvement

		<i>Reporting Division/Office</i> Minnesota Office of Continuous Improvement		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
The Minnesota Office of Continuous Improvement only maintains all Admin data listed on pages 3-4.				

Data Practices Office

		<i>Reporting Division/Office</i> Data Practices Office		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155				
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
Advisory Opinion data	Data collected as a result of researching and issuing advisory opinions pursuant to MS 13.072	Public Private	MS 13.072	<ul style="list-style-type: none"> • DPO Director • DPO Staff (3 employees) • DPO Student Workers (as part of specific work assignments) • Community Services Office Mgr
Data Challenge Appeal data	Data maintained as a result of processing appeals of determinations about the accuracy and/or completeness of public and private data on individuals	Public Private	MS 13.03, subd. 4	<ul style="list-style-type: none"> • DPO Director • DPO Staff (3 employees) • DPO Student Workers (as part of specific work assignments) • Community Services Office Mgr

State Demographic Center

		<i>Reporting Division/Office</i> State Demographic Center		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155				
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
Certain birth data.	Data pertaining to the birth of a child to a woman who was not married to the child's father when the child was conceived nor when the child was born are confidential data. At the time of the birth, the mother may designate demographic data pertaining to the birth as public.	Confidential	MS 144.225	All State Demographic Center staff (5 employees) on an as needed basis as part of specific work assignments. Community Services Office Mgr

Enterprise Real Property Program

		<i>Reporting Division/Office</i> Enterprise Real Property Program		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		<i>Address:</i> G10 Administration Building 50 Sherburne Ave., St. Paul, MN 55155		
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
Security features of building plans	Security features of building plans, building specifications, and building drawings of state-owned facilities and non-state-owned facilities leased by the state	Nonpublic	MS 13.64, subd. 2(a)	Enterprise Real Property Program staff

Facilities Management Division

		<i>Reporting Division/Office</i> Facilities Management Division		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		<i>Address:</i> G10 Administration Building 50 Sherburne Ave., St. Paul, MN 55155		
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
Metropass contracts	Contracts entered into by individuals in Facilities Management's Metropass program	Public Private	MS 13.43 MS 13.37 MS 13.355	All FMD Parking, Financial Services and Office Services staff (19 employees), on an as needed basis as part of specific work assignments
Bike locker rentals and security deposit refunds	Data on individuals who have contracts in Facilities Management's bike locker program	Public Private	MS 13.43 MS 13.37 MS 13.355	All FMD Parking, Financial Services and Office Services staff (19 employees), on an as needed basis as part of specific work assignments
State employee parking contract and refund data	Data on state employees who have parking contracts or apply for parking through Facilities Management	Public Private	MS 13.43	All FMD Parking, Financial Services and Office Services staff (19 employees), on an as needed basis

				as part of specific work assignments
Parking contract and refund data about individuals who are not state employees	Data on other individuals who have parking contracts or apply for parking through Facilities Management	Public Private	MS 13.37	All FMD Parking, Financial Services and Office Services staff (19 employees), on an as needed basis as part of specific work assignments
Government services transactions data	Electronic transaction information (last 4 digits of a credit card, charge card, or debit card)	Public Private	MS 16A.626	<ul style="list-style-type: none"> • Parking Staff (4 employees) • Account Clerk Senior (2 employees) • Accounting Officer Principal

Financial Management and Reporting

		<i>Reporting Division/Office</i> Financial Management and Reporting		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		<i>Address:</i> 309 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
Employee expense reports (Also may be maintained by the division where the transaction originated)	Expense reimbursement requests	Public Private	MS 13.43	All FMR staff (17 employees) on an as needed basis as part of specific work assignments
Travel expense/per diem reports for council, advisory task force and board members	Travel expense reimbursement requests	Public Private	MS 13.601 MS 13.43	All FMR staff (17 employees) on an as needed basis as part of specific work assignments
Workers compensation billings	Records of billings from DOER for employees who receive workers compensation benefits	Private	MS 13.43	All FMR staff (17 employees) on an as needed basis as part of specific work assignments
Unemployment compensation billings	Records of billings from DEED for employee unemployment compensation	Private	MS 13.43	All FMR staff (17 employees) on an as needed basis as

				part of specific work assignments
Government services transactions data	Credit card, charge card, debit card and other electronic transactions	Private	MS 16A.626	All FMR staff (17 employees) on an as needed basis as part of specific work assignments

Fleet and Surplus Services

		<i>Reporting Division/Office</i> Fleet and Surplus Services		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		<i>Address:</i> 5420 Old Highway 8 Arden Hills, MN 55112		
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
Motor vehicle data	Information on license plate numbers, owners, and registration status of vehicles	Private	MS 168.346	Fleet and Surplus Services Assistant Director* (1 employee) *Has login access to the DPS DVS database for verification purposes
Social security numbers	Collected via paper and kept in locked safe for personal checks to be entered in revenue recapture program if needed	Private	MS 13.355	
Telephone numbers and e-mail addresses	Collected in-person and online for purposes of notifying bidders at public auction of winning bids	Private	MS 13.356	Fleet and Surplus Services Employees, as needed to conduct auction(s).

Governor’s Council on Developmental Disabilities

		<i>Reporting Division/Office</i> Governor’s Council on Developmental Disabilities		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155				
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
The Governor’s Council on Developmental Disabilities only maintains all Admin data listed on pages 3-4.				All DDC staff Community Services Office Mgr, as needed

Office of Grants Management

		<i>Reporting Division/Office</i> Office of Grants Management		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155				
Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Data on individuals	Data that would identify an individual reporting allegations of grants waste and fraud or a violation of statewide grants governance policies	Private	MS 181.932 subd. 2 MS 16B.97, subd. 5	<ul style="list-style-type: none"> • OGM Director • Community Services Office Mgr
Responses to requests for proposal	Responses submitted are private until the responses are opened. All other data on individuals are private until completion of the evaluation process. If all responses are rejected prior to completion of the evaluation process, all data, other than that made public at the opening, are private until re-solicitation or abandonment of the grant.	Private Public	MS 13.599	<ul style="list-style-type: none"> • All OGM staff (3 employees) • Community Services Office Mgr

State Historic Preservation Office (SHPO)

		<i>Reporting Division/Office</i> State Historic Preservation Office		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		<i>Address:</i> 203 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
The State Historic Preservation Office only maintains all Admin data listed on pages 3-4.				All SHPO staff as needed.

Human Resources

		<i>Reporting Division/Office</i> Human Resources		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155				
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
Employee personnel records	Record of prior and current employment history. Data relating to hiring, assessments, promotion, discipline and related administrative personnel actions	Public Private	MS 13.43	All HR staff (under 15 employees) on an as needed basis as part of specific work assignments
Applicant records	Completed assessments and results, related documentation, and application forms	Public Private	MS 13.43	All HR staff (under 15 employees) on an as needed basis as part of specific work assignments
Unemployment compensation billings	Records of billings from DEED for employee unemployment compensation	Private	MS 13.43	All HR staff (under 15 employees) on an as needed basis as part of specific work assignments
Labor relations information	Management positions that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position	Private Confidential	MS 13.37, subd. 1(a)	All HR staff (under 15 employees) on an as needed basis as all or part of

				specific work assignments
Workers compensation information	Records of billings from Risk Management for employees who receive workers compensation benefits	Private	MS 13.43	All HR staff (under 15 employees) on an as needed basis as part of specific work assignments

Procurement Technical Assistance Center (PTAC)

		<i>Reporting Division/Office</i> Procurement Technical Assistance Center		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		<i>Address:</i> 309 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
Responses to Requests for Proposals (RFPs) and requests for bids	Responses to Requests for Proposals (RFPs) and requests for bids	Public Private	MS 13.591	PTAC staff involved in RFP process
Business Data	Records of applicants to the state’s certified small business program	Public Private	MS 13.591	PTAC staff assist in application process
Business Data	Administering PTAC related services. Data submitted/collected in CRM database (NeoSerra). May include social security number, TEIN, passwords, business/home address, tax information.	Public Private	MS 13.591 MS 13.355	PTAC staff and OEP staff as needed for their work

Real Estate and Construction Services

		<i>Reporting Division/Office</i> Real Estate and Construction Services		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		<i>Address:</i> 309 Administration Building 50 Sherburne Ave., St. Paul, MN 55155		
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
Real property appraisal data (a)	Estimated or appraised values of individual parcels of real property that are made by personnel of the state or a political subdivision or by independent appraisers for the purpose of selling or acquiring land through purchase or condemnation	Confidential Public	MS 13.44, Subd. 3 (a), 3(c)	<ul style="list-style-type: none"> • Land (1 employee) • Support staff (1 employee) • Senior Director, Lease Supervisor
Real property appraisal data (b)	Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from the state or a political subdivision	Private Public	MS 13.44, Subd. 3 (b). 3(c)	<ul style="list-style-type: none"> • Land (1 employee) • Support staff (1 employee) • Senior Director, Lease Supervisor
Responses to Requests for Proposals (RFPs) and requests for bids for Construction Manager and Design-Build projects	Any responses received to a RFP or request for bid	Public Private	MS 13.591	<ul style="list-style-type: none"> • Contracting Staff (2 employees) • Project Managers and Business Operations manager on an as need basis as part of specific work assignments;

				<ul style="list-style-type: none"> • Construction Operations Manager, Senior Director • Leasing (3 employees) • Support (1 employee) • Space Management (2 employees) • Lease Supervisor
All original bids and proposals and all documents pertaining to the award of a contract must be retained and made a part of a permanent file or record and remain open to public inspection.	Bid Advertisements, Bid tabulations/results, Bid Recommendations to award,	Public	16C.26	<ul style="list-style-type: none"> • Project managers assigned to project • OSP staff, as needed to coordinate Construction bids
Security features of building plans	Security features of building plans, building specifications, and building drawings of state-owned facilities and non-state-owned facilities leased by the state	Nonpublic	MS 13.64, subd. 2(a)	<ul style="list-style-type: none"> • Project managers assigned to project • Construction Operations Manager, Senior Director
Leases	For security reasons, certain leases that have been declared security information, nonpublic/private data	Private	MS 13.37	Senior Director, Lease Supervisor

Risk Management

		<i>Reporting Division/Office</i> Risk Management		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155				
Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Responses to Requests for Proposals (RFPs) and requests for bids	Responses to Requests for Proposals (RFPs) and requests for bids	Public Private	MS 13.591	RMD staff involved in RFP process
Personnel Data	Personnel data of state employees disclosed for the purpose of administration of the workers' compensation program as provided in chapter 176.	Private	MS 13.43, subd. 18	All RMD staff (under 40 employees) on an as needed basis as part of specific work assignments
Health Records Data	Medical data of state employees and individuals disclosed for the purposes of administering claims	Private	MS 144.293 MS 176.135 Subd. 7	All RMD staff (under 40 employees) on an as needed basis as part of specific work assignments
Labor Relations Data	Management positions 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	MS 13.37, subd. 1(a)	All RMD staff (under 40 employees) on an as needed basis as part of specific work assignments

Vocational Rehabilitation Data	Data collected and sent Admin to the Department of Labor and Industry that pertain to individuals applying for or receiving vocational rehabilitation services	Private	MS 176.102 Subd. 7 MS 13.791	All RMD staff (under 40 employees) on an as needed basis as part of specific work assignments
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Office of State Procurement

		<i>Reporting Division/Office</i> Office of State Procurement		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155		<i>Address:</i> 112 Administration Building 50 Sherburne Ave., St. Paul, MN 55155		
Name of Record, File, Process, Form or Data Type	Description (<i>Understandable to General Public</i>)	Data Classification	Citation for Classification	Employee Work Access
Responses to Requests for Proposals (RFPs) and requests for bids	Responses to Requests for Proposals (RFPs) and requests for bids	Public Private	MS 13.591	All OSP staff (100 employees) on an as needed basis as part of specific work assignments
Responses to Requests for Proposals (RFPs) and requests for bids	Trade secret data in response to Request for Proposal (RFP) and requests for bids	Private	MS 13.37	All OSP staff (100 employees) on an as needed basis as part of specific work assignments
Government services transactions data	Credit card, charge card, debit card and other electronic transaction information	Private	MS 16A.626	<ul style="list-style-type: none"> • P-card holders (2) • Exec. 2 payment Processor (1) • Division P-card Coordinator (1) • Division P-card Approver (1) • Statewide P-card Coordinator (1) • Emergency card holders (2)

Business data	Records of applicants to the state's certified small business program	Private Public	MS 13.591	All Office of Equity in Procurement staff (6) OSP staff responsible for maintaining files (2)
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System of Technology to Achieve Results (STAR)

		<i>Reporting Division/Office</i> System of Technology to Achieve Results		
<i>Address:</i> 200 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155				
Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
AT Equipment Exchange data	Data on individuals collected via www.mnstarte.org website.	Private Public	MS 13.43	All STAR staff as needed Community Services Office Mgr
Data on individuals with disabilities	Data that identify an individual with a disability or a family member of an individual with a disability	Private	MS 13.64, subd. 2	All STAR staff (3 employees) as needed Community Services Office Mgr
Accommodation Fund Program and Device Demonstration and Loan Program	Data that identify an individual with a disability	Private	MS 13.64, subd. 2 and MS 13.43	All STAR staff (3 employees) as needed Comm. Services Office Mgr

