

Minnesota Board on Aging Data Inventory

Responsible Authority (Name and Title) Kari Benson, Minnesota Board on Aging Executive Director		Data Practices Compliance Official (DPCO) Kari Benson, Minnesota Board on Aging Executive Director			
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Data Type	Description	Authority	Public/Private Confidential	Official Record Holder/ Location	Employee Work Access
Employee Calendars	Electronic or paper calendars showing meetings and related information. Attachments to calendar items should be considered convenience copies and may be deleted.	MS 15.17	Public Private	Minnesota Board on Aging ¹	Person keeping the calendar and supervisor.
Board Member Data	Data pertaining to Minnesota Board on Aging members such as financial disclosures, application letters, appointment letters, etc.	MS 13.601; MS 15.17	Public Private Confidential	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Formal Correspondence	Letters sent by MBA Chair and Executive Director to external entities on behalf of the Board.	MS 15.17	Public	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Educational/ General Board Information	PowerPoint presentations, factsheets, brochures, videos, CDs, etc., created for the purpose of education	MS 15.17	Public	Minnesota Board on Aging	All MBA staff
MBA Meeting data	Data related to official MBA business including meeting agendas, official meeting minutes, handouts	MS 15.17	Public	Minnesota Board on Aging	Committee Staff Leads and other employees as part of specific work assignments
MBA Manuals	Data related to operations and policies of the MBA	MS 15.17	Public	Minnesota Board on Aging	All MBA staff

¹ The Minnesota Board on Aging is administratively housed within the Department of Human Services and generally uses the retention policies associated with DHS.

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Inventories: MBA Assets	Inventory for electronic equipment assigned to MBA staff and board members	None	Public	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Budget: Board Member Financial Records	Travel expense/per diem reports for board members	MS 13.601, 13.43	Public Private	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Budget: Information	Open encumbrance reports, monthly financial reports, managers monthly financial reports, division proposals, payment by AID (account identification and Attorney General billing for professional services and legal consultation)	MS 13.46	Public Private Confidential	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Budget: MBA Operations	Internally created budget tracking spreadsheets and supporting documentation, invoices, credit card logs, FY budget reports, official DHS compliance communications.	Various		Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Budget: Internal Audit Data	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	MS 13.392, 13.43, 13.715	Public Private Confidential	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Budget: Financial Records	Documentation of monies paid, received, owed by or to, and assets of the Department. Includes <ul style="list-style-type: none"> • Accounts payable • Accounts receivable • Invoices • Payroll documentation • Purchase orders • Expense reports • Requisitions • Inventories 	Various	Public	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments

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Project Files	Project planning documents, reports and supporting documentation	MS 13.46	Public Private	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Manuals	Operations Manual(s), Policy and Procedure Manuals, Training Manuals related to State Unit on Aging work	None	Public	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Continuity of Operations Data	Personal home contact information used to insure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity	MS 13.43, subd 17	Private	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Continuity of Operations Plans	Continuation of operations plans for the MBA, OOLTC, SLL	MS 13.43, subd. 17	Public	Minnesota Board on Aging	Executive Director, Certain employees on as needed basis as part of specific work assignments
Personnel files	Data about employees, applicants, volunteers and independent contractors	MS 13.43, 179A.03, subd. 4	Public Private Confidential	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Response to Data Requests	Data collected by compliance official in responding to requests for data maintained by the Minnesota Board on Aging	MS 13, Various	Public Private	Minnesota Board on Aging	Responsible Authority Data Practices Compliance Official; certain employees on an as needed basis as part of specific work assignments
Surveys	Survey data including raw data, data sets and final reports	None	Public	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Legal Agreements	Legally binding agreements and supporting documentation related to legal agreements between MBA and other entities or individuals.	MS sec. 16C.05, subd. 2(d); and MS sec. 13.46, 13.591, subd. 3(b).	Public Nonpublic	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments

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Responses to Requests for Proposals and requests for bids	Data related to requests for proposals and requests for bids. Responses submitted are private until the responses go through evaluation and selection. If all responses are submitted 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.	MS 13.591 MS 13.599	Public Private	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Data related to Contract Monitoring and Oversight	AAA monitoring documents including documents related to Area Plans, payment requests, operations and oversight data, organizational risk assessment data, technical assistance requests, Policy Quest, Monitoring	Various	Public	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Legislative Data	Legislative proposals, reports, white papers, copies of bills, bill summaries, tracking forms, budget pages/ revisions, fiscal notes. Drafts should be discarded once final version/ document draft is completed.	MS 13.46, 13.605	Public Nonpublic	Minnesota Board on Aging	Executive Director, Legislative Staff, Certain employees on an as needed basis as part of specific work assignments
Federal Oversight and Agreements	Formal interactions with Federal governing bodies or officials, includes but is not limited to: State Plans and amendments Area Plans and amendments Communications with ACL or other federal agencies related to SUA work -	Various	Public	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments
Rulemaking Files	Minnesota Rules are defined in MS14.02 as "every agency statement of general applicability and future effect, including amendments, suspensions, and repeals of rules, adopted to implement or make specific the law enforced or administered	MS 13.46 MS 14.02 MS 14.365	Public	Minnesota Board on Aging	Certain employees on an as needed basis as part of specific work assignments

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	<p>by that agency or to govern its organization or procedure."</p> <p>The following items must be retained to document the rulemaking process: (1) copies of all publications in the State Register pertaining to the rule; (2) all written petitions, and all requests, submissions, or comments received by the agency or the administrative law judge after publication of the notice of intent to adopt or the notice of hearing in the State Register pertaining to the rule; (3) the statement of need and reasonableness for the rule; (4) the official transcript of the hearing if one was held, or the tape recording of the hearing if a transcript was not prepared; (5) the report of the administrative law judge, if any; (6) the rule in the form last submitted to the administrative law judge under sections 14.14 to 14.20 or first submitted to the administrative law judge under sections 14.22 to 14.28; (7) the administrative law judge's written statement of required modifications and of approval or disapproval by the chief administrative law judge, if any; (8) any documents required by applicable rules of the Office of Administrative Hearings; (9) the agency's order adopting the rule; (10) the Revisor's certificate approving the form of the rule; and (11) a copy of the adopted rule as filed with the secretary of state.</p>				
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Contact Center Telephone Call Recordings	Recordings of Senior LinkAge Line®/MBA contact center incoming and outgoing customer telephone calls, chats and emails used for customer services/employee quality assurance purposes.	MS 13.46	Private Confidential	Minnesota Board on Aging; Senior Linkage Line	Directors, Supervisors and Certain SLL employees of the AAAs and team members at the MBA for quality assurance work, on an as needed basis as part of specific work assignments
Change Requests/ Specifications/ Use Cases/ Business Process Models	Project files (letters, reports and supporting documentation)	MS 13.46	Public	Minnesota Board on Aging; Senior Linkage Line	Certain employees on an as needed basis as part of specific work assignments
Templates	SLL business forms (e.g. follow up letters; release of information and private documents)	MS 13.46	Public	Minnesota Board on Aging; Senior Linkage Line	All SLL team members
Official meeting minutes and agendas	Minutes, support documentation, handouts	MS 13.46	Public	Minnesota Board on Aging; Senior Linkage Line	All SLL team members
Marketing materials	Internal/ external communications, ads, audio files, video files, informational materials, etc. Maintain draft until final version is complete.	MS 13.46	Public	Minnesota Board on Aging; Senior Linkage Line	All SLL team members
Response forms	General business data and workflow processes	MS 13.46	Private Confidential	Minnesota Board on Aging; Senior Linkage Line	Certain employees on an as needed basis as part of specific work assignments
Web Referral Database	Client files and case notes	MS 13.46	Private Confidential	Minnesota Board on Aging; Senior Linkage Line	Certain employees on an as needed basis as part of specific work assignments
Online Referrals, not including Preadmission Screenings	On-line referrals from medical providers	MS 13.46	Private Confidential	Minnesota Board on Aging; Senior Linkage Line	Certain employees on an as needed basis as part of specific work assignments

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Preadmission Screenings	Federal requirement for individuals entering skilled nursing facility	MS 13.46	Private	Minnesota Board on Aging; Senior Linkage Line	Certain employees on an as needed basis as part of specific work assignments
Microsoft Dynamics Client tracking system documentation	Senior Linkage Line Client files and case notes	MS 13.46	Public Private	Minnesota Board on Aging; Senior Linkage Line	Certain employees on an as needed basis as part of specific work assignments
Office of the Ombudsman Client Files	Ombudsman Office Client files and reports	MS 13.461 256.9744 USC 42 3058g(d)	Private Nonpublic Subject to additional state and federal confidentiality provisions	Minnesota Board on Aging; OOLTC	Certain employees, who need access to the information to carry out their job duties, on an as needed basis as part of specific work assignments
Supporting documentation for Ombudsman reports	Annual reports, press releases, de-identified aggregated information	MS 13.46	Public	Minnesota Board on Aging; OOLTC	Certain employees who need access to the information to carry out their job duties, on an as needed basis as part of specific work assignments
Training materials/ Policy manuals	Training curriculums, resident rights materials as they relate to self-advocacy and resident empowerment	MS 13.46	Public	Minnesota Board on Aging; OOLTC	Certain employees who need access to the information to carry out their job duties, on an as needed basis as part of specific work assignments
Program development / outreach projects	Resident rights in-service training materials, office brochures, post-cards, resident rights booklets for nursing homes and assisted living facilities	MS 13.46	Public	Minnesota Board on Aging; OOLTC	Certain employees who need access to the information to carry out their job duties, on an as needed basis as part of specific work assignments
OOLTC Business Documents	Involuntary discharge Nursing home and Assisted Living notices, copies of assisted living contracts, etc.	MS 13.46	Public Private	Minnesota Board on Aging; OOLTC	Certain employees who need access to the information to carry out their job duties, on an as needed basis as part of specific work assignments