

# MDVA Data Inventory, August 2025

This document provides the name, title, and address of the Responsible Authority for the Minnesota Department of Veterans Affairs (MDVA) and outlines the private or confidential data on individuals maintained by the MDVA (refer to Minn. Stat. § 13.05 and Minn. R. 1205.1200). It also details the MDVA's measures to ensure that non-public data is only accessible to individuals whose job responsibilities reasonably require access (see Minn. Stat. § 13.05, subd. 5). In addition to the employees listed, the MDVA's Responsible Authority, Data Practices Compliance Official, Senior Leadership Team, and General Counsel will have access to all non-public data on an as-needed basis as part of their specific work assignments.

This document only covers the data maintained by the MDVA and does not cover data maintained by the federal VA or the Counties or other units of state or local government.

The Responsible Authority for the MDVA is:

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Direct all questions about this document to the Data Practices Compliance Official (DPCO) for the MDVA:

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Record Type	Record Description	Official Record Holder	Data Classification	Statute	Employee Access (if not public)**	Division/Section
Administrative and Operational Records	<p>Paper and electronic correspondence (not covered by other record types or the existing retention schedules), such as routine operations memoranda; telephone call logs; and building front desk check-in logs, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Executive correspondence;</li> <li>• Personal (i.e., not work-related);</li> <li>• Courtesy copies;</li> <li>• Invitations;</li> <li>• Newsletters/Mass Mailings; and</li> <li>• Correspondence that does not document an official decision or transaction.</li> </ul>	Various – Individual Employees	Mix of Public Data and Potentially Private/Nonpublic Data.	Minn. Stat., Ch. 13, including Minn. Stat., § 13.43.	Individual Employees, employees with a need to know, Supervisors, General Counsel’s Office, and HR	All Divisions
Administrative Rulemaking File	<p>Documents created or received as part of the formal administrative rule making process, including public comment.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Communications received or sent before formal rule making efforts were underway.</li> </ul>	General Counsel’s Office	Public, unless attorney-client privileged.	Minn. Stat., Ch. 13, including Minn. Stat., § 13.393.	Employees with a need to know	General Counsel’s Office (GCO) and Various
Administrative, Physical, and Technical Safeguards for Protected Information	Records regarding requesting, granting, recertifying, and terminating access to facilities, workstations, devices, and electronic information systems that contain MDVA/State data.	Minnesota Veterans Homes’ Administrators; COOP Coordinator; Safety Officer; General Counsel’s Office; and MDVA CBTO and designated MNIT staff at MDVA	Mostly Not Public Data.	Minn. Stat., § 13.37.	Employees with a need to know	All Divisions
Advisory Group Data	<p>Agendas, Meeting Minutes, Presentations for CTF</p> <p>(These are not MDVA “official records”.)</p>	Government Affairs or N/A	Public.	Minn. Stat., § 13.01.	Public data	Government Affairs

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Attorney Data (includes Litigation and Legal Advice)	<p>Data related to attorney work product or protected by attorney- client privilege.</p> <p>Includes: Records regarding legal actions by or against the Department or advice on legal matters. Includes case pleadings and litigation; defense and indemnification records; legal advice from the Attorney General’s Office, MDVA legal staff, and the MDVA General Counsel; litigation hold documentation; notice of claims documentation; formal legal memoranda; legal advice or memoranda from external attorneys; documents related to judicial review of Department decisions; settlement agreements; and all related correspondence, files, and other documentation.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Rulemaking file; and</li> <li>• Contracts and similar legal agreements.</li> </ul>	General Counsel’s Office	Private or Confidential.	Minn. Stat., § 13.393; Minn. R.P.C. Rule 1.6; and where applicable, Minn. Stat., § 13.39.	Employees with a need to know, and General Counsel’s Office	General Counsel’s Office (GCO)
Budget Documents	<p>Documents created or maintained as part of the official budgeting process.</p> <ul style="list-style-type: none"> <li>• Reports;</li> <li>• Projections;</li> <li>• Analysis;</li> <li>• Biennial Budget.</li> </ul>	Finance	Public.	Minn. Stat., § 13.01.	Public data	Various Divisions
Burial Files	<p>Includes:</p> <ul style="list-style-type: none"> <li>• Applications,</li> <li>• Interment Details,</li> <li>• Plot Assignments &amp; Allowances,</li> <li>• Pre-registration application,</li> <li>• Eligibility Documentation,</li> <li>• Certificate of death,</li> <li>• Certificate of cremation or disposition permit,</li> <li>• Correspondence,</li> </ul>	Memorial Affairs	Mix of Private and Public.	Minn. Stat., § 13.02; Minn. Stat., § 13.37; Minn. Stat., § 13.46; Minn. Stat., § 196.08; Minn. Stat., § 13.785, and Minn. Stat., § 197.225.	Employees with a need to know	Programs & Services Division: Memorial Affairs

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	<ul style="list-style-type: none"> <li>Funds for perpetual care and operational expenses,</li> <li>Monument data form for VA marker, and</li> <li>Stipend requests, etc.</li> </ul>					
Continuity of Operations Plans (COOPs)	Continuity of operations plans (includes response, recovery, resumption of services) for each business area. Also known as business continuity plans or COOPs.	Various and COOP Coordinator	Nonpublic.	Minn. Stat., § 13.37.	Employees with a need to know	Various Divisions
Correspondence	<p>Letters and electronic communications between individuals and the MDVA.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Executive correspondence;</li> <li>Personal (i.e., not work-related);</li> <li>Courtesy copies;</li> <li>Invitations;</li> <li>Newsletters/Mass Mailings;</li> <li>Correspondence that does not document an official decision or transaction; and</li> <li>Anything already considered another record type.</li> </ul>	Various	Private; Confidential; or Public.	Minn. Stat., § 13.01; Minn. Stat., § 13.02; Minn. Stat., §§ 144.291-144.298; and Minn. Stat., § 13.43.	Employees with a need to know, and public data	Various Divisions
Curricula	<p>Includes:</p> <ul style="list-style-type: none"> <li>Training materials, training resources, and internal curricula for training delivered by MDVA.</li> </ul>	Each business unit responsible for providing the training.	Public, unless employee training record.	Minn. Stat., § 13.01; Minn. Stat., § 13.02; and potentially, Minn. Stat., § 13.43.	Each business unit, and supervisors	All Divisions
Data Regarding Data Requests	Data collected, created, received, maintained, or disseminated by MDVA in response to requests for data.	General Counsel's Office; Government Affairs; and Various	Mix of Public and Private data.	Minn. Stat., §§ 13.01-13.03; Minn. Stat., § 13.43; Minn. Stat., §§ 144.291-144.298; Minn. Stat., § 13.384; the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and its implementing regulations as amended.	Employees with a need to know, and public data	Various Divisions, as well as General Counsel's Office

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Donations	Includes: <ul style="list-style-type: none"> <li>• Monetary Gifts,</li> <li>• Non-Monetary Gifts,</li> <li>• Gift acceptance form, etc.</li> </ul>	Various, such as VHC (Veterans Homes), Finance (Central Office), and P&S (Cemeteries)	Mix of Public and Private data.	Minn. Stat., § 13.01; and Minn. Stat., § 13.37.	Employees with a need to know, and public data	Various Divisions, as well as Finance and General Counsel's Office
Emergency Notification Data	Mass communication system to send time-sensitive emergency alerts to employees. Includes: <ul style="list-style-type: none"> <li>• Emergency contact information.</li> </ul>	All Divisions	Mixed, but mostly Private data.	Minn. Stat., § 13.43.	Employees with a need to know	All Divisions
Employee Calendars	Electronic or paper calendars showing meetings and related information.  Excludes: <ul style="list-style-type: none"> <li>• Attachments.</li> </ul>	Individual Employee and Supervisor	Private data.	Minn. Stat., § 13.43, and potentially Minn. Stat., § 13.37.	Individual Employees, Supervisors, and HR, on an as needed basis only	All Divisions
Employee Covid and Other Testing or Examination Records, and Employee Vaccination Records	Record of Covid testing and vaccinations, as well as records of other testing and vaccinations, for employment purposes in MDVA healthcare facilities, including Domiciliary Care Homes, Skilled Nursing Facilities, and Adult Day Center.	MDVA VHC Division (Health Information Management)	Private data.	Minn. Stat., § 13.02; Minn. Stat., § 144.7411; Minn. Stat., § 13.43; 29 C.F.R. § 1910.1020; Minn. Stat., § 144.4172; and the Americans with Disabilities Act [ADA] (see guidance from the EEOC, for instance on how the ADA requires that all medical information about a particular employee be stored separately from the employee's personnel file, thus limiting access to this not public data). Also see Minn. Stat., Chapter 363A.	Employees with a need to know	Veterans Healthcare Division
Employee Personnel Records	Record of prior and current employment history. Data relating to hiring, assessments, promotion, discipline, and administrative personnel actions.	HR and Supervisors	Mix of Private and Public Data, but mostly Private personnel data.	Minn. Stat., § 13.02; Minn. Stat., § 13.43; the Americans with Disabilities Act [ADA].	Supervisors, Managers, HR, and Employees	All Divisions; Human Resources; General Counsel's Office

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	<p>Also includes: Supervisory File. Supervisory File includes but is not limited to Performance Reviews and PDs; may include IDPs.</p> <p>Does not include: employee medical file; information relative to a formal investigation; information about other employees; items such as expense reports and payroll documents, which are considered financial records.</p>				with a need to know	
Employee Policies, SOWs, and Manuals	All current official MDVA administrative policies, statements of work, and manuals.	<p>For policies: General Counsel's Office; otherwise: Various</p> <p>For SOWs and Manuals: Various, such as VHC, P+S, and Others</p>	Public.	Minn. Stat., § 13.01.	Public data	<p>For policies: General Counsel's Office</p> <p>For SOWs and Manuals: Various, such as VHC, P+S, and Others</p>
Enterprise System Security	<p>Access Request to State of MN systems</p> <p>Annual Risk Assessment Reviews/Reports</p> <ul style="list-style-type: none"> <li>• SWIFT;</li> <li>• SEMA4.</li> </ul>	Finance/HR/MMB	Nonpublic Data.	Minn. Stat., § 13.02; and Minn. Stat., § 13.37.	Employees with a need to know	Central Office Finance and HR
Equal Opportunity	<p>Includes:</p> <ul style="list-style-type: none"> <li>• Agency Affirmative Action Plan</li> <li>• Monitoring the Hiring Process (MHP)</li> <li>• MHP Quarterly Report</li> <li>• ADA Annual Report</li> <li>• Connect 700 Annual Report</li> <li>• Applicant and Employee demographic information</li> <li>• Data on individuals relating to investigation of protected class complaints</li> <li>• Annual Internal Complaint Report</li> <li>• Veterans Recruitment materials.</li> </ul>	HR; DEIA Office	Private, Confidential, or Public.	Minn. Stat., § 13.43; also see: Minn. Stat., § 43A.191; Minn. R. 3905.0400; Minn. R. 3905.0700; Minn. Stat., § 13.39; and Minn. Stat., § 13.02.	Employees with a need to know, include the DEIA Office, HR, General Counsel's Office, and MMB, which also receives AAP reports, etc.	Human Resources; Diversity, Equity, Inclusion, and Accessibility Office; General Counsel's Office

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Equal Opportunity Matters (i.e., cases or proceedings)	Data on individuals relating to active Equal Employment Opportunity Commission and Minnesota Department of Human Rights matters.	General Counsel's Office; DEIA Office	Confidential.	Minn. Stat., § 13.39, subd. 2; Minn. Stat., § 13.02.	Employees with a need to know; General Counsel's Office; HR	General Counsel's Office; DEIA Office
Executive Correspondence	<p>Official correspondence of the MDVA Commissioner with contents that do not fall under another record type. Must be:</p> <ul style="list-style-type: none"> <li>• Sent to or received from outside of the MDVA directly by the Commissioner or the Commissioner's Office and is not one of the excluded items below; and</li> <li>• Is not already considered another record type.</li> </ul> <p>Excluded:</p> <ul style="list-style-type: none"> <li>• Personal (i.e., not work-related);</li> <li>• Courtesy copies;</li> <li>• Invitations;</li> <li>• Newsletters/Mass Mailings;</li> <li>• Correspondence that does not document an official decision or transaction;</li> <li>• Notifications (such as notifications of a general nature); and</li> <li>• Purchased materials, such as educational course materials.</li> </ul>	Commissioner's Office (i.e., Executive Aide)	Mostly Public, but high possibility of Not Public Data of various data classifications.	Minn. Stat., § 13.01; Minn. Stat., § 13.02; Minn. Stat., § 13.43; Minn. Stat., § 13.37; and where applicable, Minn. Stat., § 13.39.	Commissioner; Executive Aide; and General Counsel's Office and/or HR	Commissioner's Office; Chief of Staff; Deputy Commissioners; General Counsel's Office; Government Affairs; and HR
Executive Speaking Engagement Requests	Requests for speaking engagements or public events.	Commissioner's Office (i.e., Executive Aide)	Mostly Public Data.	Minn. Stat., Ch.13, including Minn. Stat., § 13.37 and Minn. Stat., § 13.02 and § 13.01.	Employees with a need to know, and Public Data.	Commissioner's Office
External Audit and Survey Data	Compliance surveys, such as those from federal and state regulators, and external audits, such as from the OLA.	Various, such as Director of Education and Occupational	Private or Public or Confidential.	Minn. Stat. § 197.781; Minn. Stat. § 138.17; Minn. Stat., Ch.13, including but not limited to	External federal and state regulators/bodies ; employees with	Various

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		Resources, Veterans Healthcare Services Director		Minn. Stat., § 13.37 and Minn. Stat., §13.02.	a current work assignment that requires access; others authorized by law or by court order; public data will be available to the public after audit reports are completed	
Facility Access Data (as well as Timekeeping Data)	Includes: Data documenting access to physical Minnesota Veterans Homes’ facilities, such as by employees at the Minnesota Veterans Homes.	Supervisor and Minnesota Veterans Home Administrators	Likely Not Public Data, such as Nonpublic Security Info, and/or Potentially Private Personnel Data.	Minn. Stat., § 13.37; and Minn. Stat., § 13.43.	Supervisor; MVH Administrators; and Employees with a need to know	Healthcare
Facilities Data	Includes: Data documenting the physical facilities of the Minnesota Department of Veterans Affairs and the Minnesota Veterans Homes, such as building work orders and construction contracts.  Excludes: Grants.	Facilities	Mostly Public, and Private or Nonpublic.	Minn. Stat., § 13.01; and Minn. Stat., § 13.37.	Employees with a need to know, and public data	Facilities
Fiscal Data	Approved budgets, expenditures and operational expenses, revenues, invoices, information on ongoing funds, and vendor-related documents that do not include security information.  To the extent not already described above, also includes but is not limited to: <ul style="list-style-type: none"> <li>Accounts payable;</li> <li>Accounts receivable;</li> <li>Payroll documentation;</li> <li>Expense reports;</li> </ul>	Finance, including CFO, as well as Business Office Managers and VHC	Public. May also include Private personnel data.	Various Sections, including Minn. Stat., Ch. 13, such as Minn. Stat., § 13.43; and Minn. Stat., Ch. 16A.	MDVA Fiscal Data is public information	Finance as well as Business Office Managers



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	<ul style="list-style-type: none"> <li>Requisitions;</li> <li>16A/C reports;</li> <li>Statewide Annual Certification Reports;</li> <li>Vehicle logs; etc.</li> </ul>					
Formal Legislative Materials	Formal items related to bills and budgets (including biennial and capital budgets). May include but is not limited to fiscal notes and legislative proposals. Does not include copies of bills or bill summaries that can be accessed via the Revisor's Office.	Government Affairs	Mixed.	Minn. Stat., § 13.605, and Minn. Stat., § 13.01.	Government Affairs employees; Commissioner; General Counsel's Office employees; and designated other employees with a need to know	All Divisions
Former Employee Data	Email, calendar, and other administrative records belonging to a former employee, but excluding the personnel and supervisory file.	General Counsel's Office	Presumptively Private.	Minn. Stat., § 13.43.	General Counsel's Office (and upon approval, former employee's Supervisor)	All Divisions
Government Affairs Contact Lists	A list of partners or individuals involved in veterans' concerns/issues or individual invitees to various groups or events.	Government Affairs	Public and Private.	Minn. Stat., § 13.01; Minn. Stat., § 13.37; and Minn. Stat. § 13.43.	Employees with a need to know, and Public Data	Government Affairs
Governor's Office Weekly Reports	Weekly communication from the Commissioner to the Governor's Office.	Commissioner's Office, i.e., Executive Aide	Nonpublic and Private.	Minn. Stat., § 13.605; Minn. Stat., § 13.37; and Minn. Stat., § 13.02.	Employees with a need to know and the Commissioner	Commissioner's Office
Grants	Records generated from MDVA grant-making activity.  Includes but is not limited: <ul style="list-style-type: none"> <li>Invoices;</li> <li>Progress reports;</li> <li>Closeout reports;</li> <li>Grant agreements;</li> <li>Fiscal data on grant awards, etc.;</li> </ul>	General Counsel's Office, Finance, including CFO, and Veterans Benefits - SSAP and MDVA Veterans Programs - SHI	Public and Private.	Minn. Stat., § 16B.98, Subd. 11; Minn. Stat., § 13.02, Subd. 12; Minn. Stat., § 196.08; Minn. Stat., § 13.37; and Minn. Stat., § 13.599.	MDVA Fiscal Data is public information; for private data, employees with a need to know	Finance; Programs + Service Division; and General Counsel's Office

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	<ul style="list-style-type: none"> <li>Legislatively appropriated grants; and</li> <li>Veteran data, etc.</li> </ul>					
Homeless Veteran Registry	<p>Records generated from SHI programs for Homeless Veterans.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>Active profile files on the HVR;</li> <li>Also includes: application, housing barriers, and assistance or other programs in which Veteran is enrolled or eligible, etc., as well as documentation.</li> </ul>	Veterans Programs – SHI	Private.	Minn. Stat., § 196.081; Minn. Stat., § 13.785; Minn. Stat., § 462A.29; Minn. Stat., § 196.05, subd. 1(6); Minn. Stat., § 13.03, subd. 4(d); and Minn. Stat., § 13.02, subd. 12.	Employees with a need to know and approved housing vendors/partners have limited access. SOAR team has limited access	Only SHI and SOAR teams within Programs & Services Division
Homeless Veteran Registry – Referrals	Records generated from referrals for Stable Housing Initiatives.	Veterans Programs – SHI	Private.	Minn. Stat., § 196.081; Minn. Stat., § 13.785; Minn. Stat., § 196.05, subd. 1(6); and Minn. Stat., § 13.02, subd. 12.	Employees with a need to know (vendors/partners provide the referrals unless self-referred: vendors/partners have access to the forms to complete and submit for referrals, but only the ones that they submit)	Only SHI and SOAR teams within Programs & Services Division
Human Resources Data	<p>Records regarding Human Resources and Personnel Data maintained by MDVA HR on behalf of MDVA.</p> <p>Such as:</p> <ul style="list-style-type: none"> <li>Recruitment and selection materials;</li> <li>Background studies; and</li> <li>Formal investigations, etc.</li> </ul>	MDVA HR	Mixed, but Mostly Private.	Minn. Stat., § 13.43; and the ADA. Hand-written signatures may be protected by Minn. Stat., § 13.37. Minn. Stat., § 13.39. 29 U.S.C. § 626. 29 C.F.R. § 1627.3.	Employees with a need to know; designated HR employees and General Counsel's Office employees	HR and General Counsel's Office

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	Also includes other files, like: <ul style="list-style-type: none"> <li>• Compensation;</li> <li>• Job audit;</li> <li>• HRIS files;</li> <li>• PDs;</li> <li>• Seniority rosters;</li> <li>• Volunteer files, etc.</li> </ul>					
Informal Communications and Annual Reports	Includes: <ul style="list-style-type: none"> <li>• Informational communications to broad audiences or to the general public;</li> <li>• Brochures;</li> <li>• Press Releases;</li> <li>• Fact Sheets; and</li> <li>• Annual Report, etc.</li> </ul> Does not include: drafts.	Communications	Public.	Minn. Stat., § 13.01.	Public data	Communications
Internal Audit Data	Data, notes, and preliminary drafts of reports created, collected, and maintained by the internal audit office of the MDVA, or of persons or firms performing audits for MDVA, and relating to an audit or an investigation.  Also includes: final reports that have been published and data supplied for an audit or an investigation.  Does not include: Audit logs, access reports, etc.	MDVA Internal Audit and Compliance	Public, Confidential, or Private.	Minn. Stat., § 13.392; Minn. Stat., § 13.02; Minn. Stat., § 13.43 where applicable.	Employees with a need to know	Audit; General Counsel's Office if necessary
Legal Agreements	Contracts, including but not limited to professional technical services contracts; annual plans; interagency agreements; joint powers agreements; local and federal grant applications, awards and contracts; MOUs or Memoranda of Agreement; Data Sharing Agreements; includes other related agreements and records, as well as amendments, exhibits/attachments, and forms or vendor policies related to an agreement; may include	General Counsel's Office and Various	Generally Public, unless security information or not fully signed/executed.  May be A/C Privileged under	Minn. Stat., § 13.01; Minn. Stat., § 13.37; Minn. Stat., § 13.05; Minn. Stat., § 13.35; Minn. Stat., § 13.393; Minn. Stat., § 13.599; Minn. Stat., § 13.43; and Minn. Stat., Ch. 16C.	Generally, these are public data after signed; Employees with a need to know, Employees as needed for work assignment, and	General Counsel's Office; Finance; Audit; and Various

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	supporting documents like bids or quotes or parts of responses to RFPs as well as correspondence about agreements.		13.393 prior to execution.  May include Private, Confidential or Nonpublic Data.		General Counsel's Office, Finance, and Audit	
Legislative and Budget Preparation and Development Materials	Items related to bill and budget (including biennial and capital budgets) development. Can include but is not limited to fiscal notes, proposals, tracking forms, working papers, like preliminary forms, research, correspondence, and presentations. Does not include copies of bills or bill summaries (those are records at the Revisor's Office and do not need to be retained by MDVA).	Government Affairs	Mixed; includes both Public and Not Public Data.	Minn. Stat., § 13.01; Minn. Stat., § 13.605.	Employees with a need to know, and public data	All Divisions
Maps	Maps of cemeteries and land.	Programs & Services Division: Memorial Affairs	Public.	Minn. Stat., § 13.01.	Public data	Programs & Services Division: Memorial Affairs
Marketing Information	TV and radio commercials, print ads, etc.	Communications	Public.	Minn. Stat., §§ 13.01, 13.02.	Public data	Communications
MDVA Representatives' Hearing Calendar (For Board of Veterans Appeals Docket Calendar)	<ul style="list-style-type: none"> <li>When the hearing is, who is assigned, a link to the Veterans' profile;</li> <li>Rolling calendar; etc.</li> </ul>	Veterans Services	Mix of Public and Private, but mostly Public Data.	Minn. Stat., §§ 13.01, 13.02; and Minn. Stat. § 196.08.	Employees with a need to know, and public data	Programs & Services Division + Public Data
Meeting Minutes	Official minutes or notes (such as agendas) created to document meetings. Does not include outside groups or Veterans Service Organizations, etc.	Official Records Managers designated for Respective Business Units	Mostly Public Data, but may include potentially nonpublic security info or private personnel data.	Minn. Stat., § 13.01; Minn. Stat., § 13.37; and Minn. Stat., § 13.43.	Employees with a need to know, and public data	All
Minnesota GI Bill (includes Veterans')	Case files for Minnesota Educational Benefits. Includes:	Programs & Services: Education and Employment	Private.	Minn. Stat. §§ 197.791, 196.08; Minn. Stat., §§ 13.02, 13.03, 13.04, and 13.785.	Employees with a need to know	Programs & Services Division

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Education Benefits Data)	<ul style="list-style-type: none"> <li>• Veteran student’s name, contact information, and courses taken.</li> <li>• Payment information for student’s courses.</li> <li>• Surviving Children’s and Spouse’s Education.</li> </ul>					
Operation Home Front	Includes medical records, disability rating, insurance enrollment, and benefits and claims information for Veterans in the Minnesota Veterans Homes and their dependents.	Programs & Services Division - Veterans Services	Private.	Minn. Stat., § 13.02; Minn. Stat., § 13.384; Minn. Stat., § 13.46; Minn. Stat., §§ 144.291-144.298; and Minn. Stat., § 196.08.	Employees with a need to know	Healthcare and Programs & Services Division - Veterans Services
Organizational Chart	Official copies of MDVA organizational charts showing staff positions, hierarchy, and departmental organization.	HR	Public.	Minn. Stat., § 13.01; Minn. Stat., § 13.43.	Public data	All Divisions
Pharmacy Inventory Data	Medication inventory records generated from activities of the MDVA central pharmacy.	Pharmacy	Mostly Public.	Minn. Stat., § 13.01; and Minn. Stat., § 13.37.	Employees with a need to know, and Public data	Healthcare
Privacy and Security Incident and Event Documentation	<p>Documentation of privacy or security incidents (such as data breaches and other privacy or security events) and MDVA reporting response to them.</p> <p>Includes: breach incident and complaint filing forms (if filed); privacy breach reports, mitigation documentation if applicable, and notification form(s).</p> <p>Excludes access requests and audit logs or access reports.</p>	General Counsel’s Office	Mix of Public and Nonpublic Data, such as security information. Possibly Private or Confidential Data or other Nonpublic Data.	Minn. Stat., § 13.37, subd. 1(a); Minn. Stat., § 13.01; Minn. Stat., § 13.02; 45 C.F.R. §§ 164.400-414; and 45 C.F.R. § 164.316 and Minn. Stat., §§ 144.291-144.298 for health records or PHI or PII on patients.	Employees with a need to know, and General Counsel’s Office	General Counsel’s Office (GCO)
Procurement data	<p>Official documents created during the procurement and acquisition process. Includes: requests for proposals 1. (RFPs); 2. requests for information (RFIs); 3. Equity select agreements; 4. Acquisition contracts; 5. bids or quotes; 6. responses submitted by selected organization; and 7. other official memoranda required by Minnesota law (such as the annual plan memo).</p> <p>Also includes:</p>	General Counsel’s Office and Finance	Mix of Public and Private data. Public after review, unless Nonpublic/private RFP data or evaluation data under statute.	Minn. Stat., § 13.591. Minn. Stat., §13.37. ADA. Minn. Stat., Ch. 16A/C.	Employees with a need to know, and Finance and General Counsel’s Office	General Counsel’s Office (GCO) and Finance

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	<ul style="list-style-type: none"> <li>Purchasing documents and records (purchase orders, EIOR, etc.);</li> <li>P-card data and transactions;</li> <li>Accommodation purchases and reimbursements from Department of Human Services.</li> </ul>					
Project files	<p>Documents created because of a formal agency project, involving project management or participation.</p> <p>Includes: Scope statements, project charters; issue or risk logs; project timelines and schedules; status reports; business cases; business requirements; change request logs; documents generated by MNIT project management and shared such as templates and communications re: the project -</p> <p>Excludes: contracts or encumbrances/financial/payment information.</p>	Various, such as VHC and other business areas with formal agency projects	Public, unless security information.	Minn. Stat., § 13.01; Minn. Stat., § 13.02; and Minn. Stat., § 13.37.	Project managers, project team members, General Counsel's Office, and designated MNIT employees or partners	All Divisions
Project Trackers and Project Closure Reports	Documents created to detail project status and closures.	Official Records Managers designated for Respective Business Units	Mix of Public and Nonpublic Data, but potentially Nonpublic Security Info.	Minn. Stat., § 13.01; Minn. Stat., § 13.02; and Minn. Stat., § 13.37.	As needed for work assignment and Employees with a need to know; General Counsel's Office; and Various Business Teams	All Divisions
Resident Trust Accounts	<p>Documents and records related to resident trust accounts.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>1099s;</li> <li>POA information for resident including Attorney-in-Fact name and contact information;</li> <li>Account balance.</li> </ul>	Business Office Managers and Central Finance, in addition to the VHC HIM	Private data. MHRA; HIPAA.	Minn. Stat., § 13.02; and Minn. Stat., § 13.37.	As needed for work assignment and Employees with a need to know; General Counsel's Office; and Finance	All Divisions
RFP and Evaluation Data	Official evaluation summary document and unselected responses to request for proposals.	General Counsel's Office	Private/nonpublic until time and date specified in the	Minn. Stat., § 13.591.	As needed for work assignment and Employees	All Divisions

Record Type	Record Description	Official Record Holder	Data Classification	Statute	Employee Access (if not public)**	Division/Section
			solicitation that proposals are due, at which time the name of the responder becomes Public. All other data in a responder's response to an RFP are private/nonpublic until completion of the evaluation process and a fully signed contract.		with a need to know; General Counsel's Office; and Finance	
SOAR Program Communications	Presentations, promotional flyers and brochures, etc.	SOAR	Public.	Minn. Stat., § 13.01	Public data	SOAR (Programs & Services Division)
SOAR Program Records	<p>Records generated from MDVA SOAR activities/program's services for Veterans, including:</p> <ul style="list-style-type: none"> <li>• Case files;</li> <li>• Case management, which includes: Claims; Intake; and Referrals, etc.;</li> <li>• Dependent records;</li> <li>• Eligibility determination;</li> <li>• Household composition (marriage, birth and death certificates), identity, income, and contact information;</li> <li>• Prison records;</li> <li>• Service verification (Form DD-214, etc.);</li> <li>• SSA decision notices, etc.;</li> <li>• VA Benefit information, etc;</li> <li>• Invoices to DHS.</li> </ul> <p>Does not include: contracts or promotional or educational materials.</p>	SOAR	Mostly Private.	Minnesota Government Data Practices Act, Minn. Stat., Ch. 13, including § 13.02; and § 13.355; Minn. Stat., § 196.08; and Minn. Stat., § 144.225.	Employees with a need to know	SOAR (Programs & Services Division)

Record Type	Record Description	Official Record Holder	Data Classification	Statute	Employee Access (if not public)**	Division/Section
Stable Housing Initiatives' Veterans' Housing Support Program Records	<p>Records generated from MDVA programs intended to eliminate Veterans Homelessness and/or provide stable housing. Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• VTEMP files;</li> <li>• MOVE program files;</li> <li>• Operation: Opening Veterans to Every Resource (OVER) - Tenancy Supports, Landlord Engagement, and Diversion Funds;</li> <li>• VSHO files;</li> <li>• MNVEST files;</li> <li>• Homes for Veterans program files;</li> <li>• CVSO outreach related to housing support for veterans; and</li> <li>• Invoices.</li> </ul>	Veterans Programs - SHI	Mix of Public and Private.	Minnesota Government Data Practices Act, Minn. Stat., Ch 13, including Minn. Stat., § 13.785, and Minn. Stat., § 13.02; Minn. Stat., § 196.081; Minn. Stat., § 16C.05, subd. 2; Senate File No. 4233, Article 1 Veterans and Military Affairs Appropriations, Section 3, Veterans Affairs; and Minn. Stat., § 270C.65, subd. 3.	Employees with a need to know	Programs & Services Division
Stable Housing Initiatives' Veterans' Public Reports	Reports generated for other government units, such as Counties, and when requested from community service providers.	Veterans Programs - SHI	Public.	Minnesota Government Data Practices Act, Minn. Stat. Ch 13, including Minn. Stat., § 13.01, Minn. Stat., § 13.785, and Minn. Stat., § 196.081.	Public data	Programs & Services Division
Stable Housing Initiatives' Veterans' Weekly Data Reviews	<p>Informal reports or statistics generated to provide an overview of program(s)' activity, including in-flow and out-flow of veterans on the HVR and who has been housed. These are used for tracking program successes, outcomes, and areas for focus, and any gaps in the system.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• HVR profile information;</li> <li>• Visual aids, such as pie charts or graphs on homeless veterans' statistics;</li> <li>• Formal or informal presentations; and</li> <li>• Correspondence or documents in which decisions made after review of weekly data and reports.</li> </ul>	Veterans Programs - SHI	Public and Private.	Minnesota Government Data Practices Act, Minn. Stat. Ch 13, including Minn. Stat., § 13.785, and Minn. Stat., § 13.02; and Minn. Stat., § 196.081.	Employees with a need to know	Programs & Services Division



Record Type	Record Description	Official Record Holder	Data Classification	Statute	Employee Access (if not public)**	Division/Section
State Approving Agency	<p>Includes:</p> <ul style="list-style-type: none"> <li>• Approvals;</li> <li>• Compliance surveys; and</li> <li>• Miscellaneous (technical assistance, outreach, liaison, NASAA, &amp; references)</li> <li>• Contracts specifically related to this role.</li> </ul> <p>Excludes: PT contracts.</p>	Veterans Education	Public and private.	Minn. Stat., Ch. 13, including Minn. Stat., §§ 13.03, 13.04, 13.37, and 13.785, and § 196.08. Also see: Minn. Stat., §197.781.	Employees with a need to know	Programs & Services Division
State Soldiers Assistance Program Applications and Forms	<p>Records generated from the SSAP activities and programs, including:</p> <ul style="list-style-type: none"> <li>• Veterans Relief Grants;</li> <li>• Disaster Relief Grants;</li> <li>• Subsistence;</li> <li>• Voucher Deposit Assistance Program;</li> <li>• Eligibility determination information, including Medical report form, and shelter expense form;</li> <li>• Etc.</li> </ul> <p>Includes: Authorization/Award letters; Denial letters; and Request for More Information letters.</p>	Veterans Benefits	Mostly Private.	Minnesota Government Data Practices Act, Minn. Stat., Ch. 13, including § 13.02; § 197.603; § 13.37; § 13.46; § 13.785; § 196.08.	Employees with a need to know	Programs & Services Division
State Soldiers Assistance Program - Benefits Communications	<p>Includes:</p> <ul style="list-style-type: none"> <li>• Inquiries to MDVA inbox (email/fax, etc.);</li> <li>• Disaster relief inbox;</li> <li>• Salesforce inbox;</li> <li>• Etc., such as other technical or assistance questions that come in as correspondence.</li> </ul>	Veterans Benefits	Mix. Mostly Public, but some Private Data may be present depending on the communication, especially if outgoing communication.	Minn. Stat., §§ 13.01; 13.02; 13.03, 13.04; 13.37; 13.46; 13.785; § 196.08.	Employees with a need to know, and General Counsel's Office if necessary	Programs & Services Division
State Soldiers Assistance Program - Dental and Optical Program	<p>Records generated from Dental and Optical program activities:</p> <ul style="list-style-type: none"> <li>• Dental and Optical Checklist;</li> <li>• Dental and Optical Request Form;</li> <li>• Denial letters;</li> </ul>	Veterans Benefits	Private.	Minn. Stat., §§ 13.02; 13.03, 13.04; 13.37; 13.46; 13.785; § 196.08.	Employees with a need to know, and General Counsel's Office if necessary	Programs & Services Division

Record Type	Record Description	Official Record Holder	Data Classification	Statute	Employee Access (if not public)**	Division/Section
	<ul style="list-style-type: none"> <li>• Approval letters;</li> <li>• Requests for Information;</li> <li>• Invoices/receipts;</li> <li>• Dental fact sheet;</li> <li>• Optical fact sheet;</li> <li>• Appeals, Benefit Extensions and Pre-authorizations, etc.</li> </ul>					
SSAP Financial Transactions	Records generated from the SSAP activities and programs, including: <ul style="list-style-type: none"> <li>• Payment history;</li> <li>• Payment approvals;</li> <li>• Pay sheets;</li> <li>• Returned checks;</li> <li>• Invoices;</li> <li>• Stop payments;</li> <li>• unclaimed property; and</li> <li>• void payments, etc.</li> </ul>	Veterans Benefits	Mostly Private.	Minnesota Government Data Practices Act, Minn. Stat., Ch. 13, including § 13.02; § 197.603; § 13.37; § 13.785; § 196.08.	Employees with a need to know	Programs & Services Division
Suicide Prevention Community Based Services Training Data	Individual Training Contact Information and Records	Community Based Services	Mix of Public and Private Data, but mostly Private Data.	Minn. Stat., § 13.02; Minn. Stat., § 13.43.	Employees with a need to know	Community Based Services
Suicide Prevention Data	Includes interviews with first responders and family members or friends of individual Veterans who died by suicide.  Also includes: death certificates, which are public data.	Community Based Services	Mix of Public and Private Data, but mostly Public Data.	Minn. Stat., § 13.02; Minn. Stat., § 13.37; Minn. Stat., § 197.225; Minn. Stat., § 13.785.	Employees with a need to know, and public data	Community Based Services
Survey Data	Employee or Veteran survey data and/or other data derived from surveys or focus groups.	Communications	Mix of Public and Private Data, but Private Data if on Veterans served by MDVA or MDVA Employees exclusively and if	Minn. Stat., § 13.02; Minn. Stat., § 13.43.	Communications, Employees with a need to know; General Counsel's Office; and various business areas	All Divisions

Record Type	Record Description	Official Record Holder	Data Classification	Statute	Employee Access (if not public)**	Division/Section
			identifiable at an individual level.			
Training records	Records of which personnel completed internal training.	Supervisor	Mostly Private, i.e., mixed data classifications, but presumptively private.	Minn. Stat., § 13.43.	Supervisors, HR, and individual employee	All Divisions
Unselected Responses to RFPs	Official evaluation summary document and unselected responses to request for proposals.	General Counsel's Office	Mix of Public and Private Data; Public after review, unless nonpublic/private RFP data during evaluation process, which would include evaluative data under statute.	Minn. Stat., § 13.591.	Employees with a need to know, and as needed, General Counsel's Office	General Counsel's Office
Veterans' Claims and Claims Forms	Data provided by individual applicants to determine an applicant's entitlement to benefits (includes PII and medical documentation).	Veterans Services	Private data.	Minn. Stat., § 13.02; § 13.355; Minn. Stat., § 13.46; Minn. Stat., § 13.37; Minn. Stat., § 196.08; and the Privacy Act of 1974 (5 U.S.C. § 552a).	Employees with a need to know (and Federal VA)	Programs & Services
Veterans' Claims Submissions	Final submissions for veterans' claims to the U.S. DVA.	Veterans Services	Private data.	Minn. Stat., § 13.02; § 13.355; Minn. Stat., § 13.46; Minn. Stat., § 13.37; Minn. Stat. § 196.08; and the Privacy Act of 1974 (5 U.S.C. § 552a).	Employees with a need to know (and Federal VA)	Programs & Services
Veterans' Claims Appeals	Records generated when an appeal is submitted to the federal VA <ul style="list-style-type: none"> <li>Letters;</li> <li>Decisions;</li> <li>Additional documentation.</li> </ul>	Veterans Services	Private data.	Minn. Stat., § 13.02; § 13.355; Minn. Stat., § 196.08; Minn. Stat., § 13.46; Minn. Stat., § 13.37; and the Privacy Act of 1974 (5 U.S.C. § 552a).	Employees with a need to know (and Federal VA)	Programs & Services

Record Type	Record Description	Official Record Holder	Data Classification	Statute	Employee Access (if not public)**	Division/Section
Veterans' Complaints and Constituent Concerns/Issues	Complaints or constituent concerns from members of the public or the legislature and received by Government Affairs Employees or by the Commissioner.  Also includes: Complaints about denial of admissions to Veterans Homes and other complaints from Veterans and/or their Families or Legally Authorized Representatives.	Government Affairs or Commissioner's Office (i.e., Executive Aide)	Mix of Public and Private data.	Minn. Stat., Ch. 13, including Minn. Stat., § 13.02 and Minn. Stat., § 13.785; and potentially Minn. Stat., §§ 144.291-144.298 if about healthcare received or healthcare decisions.	Employees with a need to know	Central Office
Veterans' Data	Veterans' profile, information on Veteran and their household; includes information submitted for disability claims, etc.  Also includes: discharge review team and veterans' claim records, or comprehensive claims files and correspondence.	Veterans Programs and Services; Veterans Benefits/Claims; Veterans Education	Private data.	Minn. Stat., § 13.02; Minn. Stat., § 13.785; Minn. Stat., § 196.081; Minn. Stat., § 196.08; Minn. Stat., § 13.355; Minn. Stat., § 13.46; and Minn. Stat., § 13.37.	Employees with a need to know	Programs & Services
Veterans' Healthcare Data (for the Minnesota Veterans Homes)	Includes (but is not limited to): <ul style="list-style-type: none"> <li>• Admissions Agreement and Admissions file;</li> <li>• Financial information (for healthcare payment);</li> <li>• Healthcare patient chart/Electronic Medical Records;</li> <li>• Healthcare Directive or Healthcare Power of Attorney and other legal documents;</li> <li>• Insurance enrollment data;</li> <li>• Prescriptions, etc.</li> </ul>	MDVA VHC Division (Health Information Management)	Private data.	Minn. Stat., § 13.02; Minn. Stat., § 13.384; Minn. Stat., §§ 144.291-144.298; Minn. Stat., § 13.384; the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and its implementing regulations as amended.	Employees with a need to know, and as needed, General Counsel's Office	Veterans Healthcare Division
Veterans' Memorial Data, Requests, and Communications	Includes but is not limited to: <ul style="list-style-type: none"> <li>• Funeral Home Correspondence</li> <li>• Proclamation requests</li> <li>• General correspondence related to memorials</li> </ul>	Memorial Affairs and Government Affairs	Mix of Public and Private data.	Minn. Stat., § 13.01; Minn. Stat., § 13.02; Minn. Stat., § 13.785; Minn. Stat., § 13.37, and Minn. Stat., § 197.225.	Employees with a need to know	Central Office and Programs & Services
Veterans' Service Data (i.e., Military Service Data)	Includes: <ul style="list-style-type: none"> <li>• List of deceased military personnel;</li> <li>• Form DD-214;</li> <li>• Request/Release forms for Form DD-214, etc.</li> </ul>	Various, such as VHC and P+S	Mix of Public and Private data.	Minn. Stat., § 13.02; Minn. Stat., § 197.225; Minn. Stat., § 196.08; Minn. Stat., § 13.785; Minn. Stat., § 13.384;	Employees with a need to know, and as needed, General Counsel's Office	All Divisions

Record Type	Record Description	Official Record Holder	Data Classification	Statute	Employee Access (if not public)**	Division/Section
				Minn. Stat., § 13.46; and Minn. Stat., § 197.447.		
Veteran Owned Small Business Procurement Program	Records generated from the program. Includes: <ul style="list-style-type: none"><li>Form DD-214, USVA Summary of Benefits Letter, Driver's License or ID.</li></ul>	Veterans Education	Mix of Public and Private data.	Minn. Stat., §§ 13.03, 13.04, 13.785, and 196.08.	Employees with a need to know; Employees as needed for work assignment	Programs & Services Division
Veterans Preference Petition for Relief	Includes: <ul style="list-style-type: none"><li>Petition for Relief,</li><li>Form DD-214,</li><li>Form DD-215,</li><li>Notice of Petition and Order for Hearing,</li><li>ALJ Report and Official Record,</li><li>Parties Filings, and</li><li>Commissioner's Final Order.</li></ul>	Veterans Education	Private data.	Minn. Stat., §§ 13.02, 13.03, 13.04, 13.37, 13.785, 14.60, and 196.08.	Employees with a need to know; Employees as needed for work assignment	Programs & Services Division
Wartime Era & MN Bonus Periods' Applications	Includes: <ul style="list-style-type: none"><li>Application;</li><li>Form DD-214, etc.</li></ul>	Veterans Benefits	Private data.	Minn. Stat., §§ 13.02, 13.03, 13.04, 13.355, 13.37, 13.785, and 196.08.	Employees with a need to know	Programs & Services Division

Data Maintained by the MDVA