

LINCOLN
County, Minnesota

MINNESOTA GOVERNMENT DATA PRACTICES ACT
INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

| | | RESPONSIBLE AUTHORITY - WAYNE STEIN OTTER TAIL COUNTY AUDITOR-TREASURER | | TEAM/DEPARTMENT FIN, PROP, & LICENSE MANAGEMENT DISBURSEMENTS | |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------|--|
| Name of Form, Record, File, System or Process | Description <i>(Purpose, what it collects, in terms understandable by general public)</i> | Classification | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) | |
| A/P Information | Vouchers, claim forms, and other supporting accounts payable documentation | Private | M.S. 13.46 <i>(to the extent it identifies social service clients)</i> | Deb Vierhuf or designee County Auditor Treasurer | |
| Benefit enrollment and history information | Open enrollment, new hire benefit status change, Leave of absence, pension activity, deduction | Private | M.S. 13.43, subd. 4 | Deb Vierhuf or designee County Auditor Treasurer | |
| Miscellaneous payroll reports | Annual, monthly, and bi-monthly payroll reports (deductions, insurance, union dues, new hire, etc.) | Private <i>(unless public under M.S. 13.43, subd. 2)</i> | M.S. 13.43, subd. 4 and 5 | Deb Vierhuf or designee County Auditor Treasurer | |
| Monthly and quarterly wage reporting | Records of employee wages and social security number for unemployment (DES, DEED) | Private <i>(unless public under M.S. 13.43, subd. 2)</i> | M.S. 13.43, subd. 4 M.S. 13.355 | Deb Vierhuf or designee County Auditor Treasurer | |
| Payroll - bi-weekly checks and timesheets | Records of bi-monthly employee payroll deduction and contribution amounts | Private | M.S. 13.43, subd. 4 | Deb Vierhuf or designee County Auditor Treasurer | |
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|---------------|----------------------------------------|---------|--------------------------------------------------|-----------------------------------------------------|
| Payroll W-2's | Records of employee payroll deductions | Private | Social Security Act M.S. 13.43 M.S. 13.355 | Deb Vierhuf or designee County Auditor Treasurer |
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| | | RESPONSIBLE AUTHORITY - WAYNE STEIN OTTER TAIL COUNTY AUDITOR-TREASURER | | TEAM/DEPARTMENT FIN, PROP, & LICENSE MANAGEMENT CASH MANAGEMENT | |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--|
| Name of Form, Record, File, System or Process | Description <i>(Purpose, what it collects, in terms understandable by General Public)</i> | Classification | Citation for Classification <i>(Statute, Law, or Rule)</i> | Designee <i>(Name Title)</i> | |
| Abstracts of county checks and receipts | Listing of all county expenditures and receipts, including payroll information | Private | M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 <i>(to the extent it reveals social security numbers of recipients)</i> | Deb Vierhuf or designee County Auditor Treasurer | |
| Benefit overpayment files | Client financial information | Private | M.S. 13.46 <i>(to the extent it is welfare data)</i> M.S. 13.355 | Deb Vierhuf or designee County Auditor Treasurer | |
| Cancelled checks | Cancelled county checks | Private | M.S. 13.46 <i>(to the extent it is welfare data)</i> | Deb Vierhuf or designee County Auditor Treasurer | |
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|----------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--|
| Name of Form, Record, File, System or Process | Description (Purpose, what it collects, in terms understandable by general public) | Classification | Citation for Classification (Statute, Law, or Rule) | Designee (Name, Title) | |
| Checks received and banking documents | Checks processed for deposit to county bank accounts, NSF checks, ACH transactions, and bank wires | Private | M.S. 13.46 (to the extent it is welfare data) M.S. 13.355 (to the extent it identifies social service clients) | Deb Vierhuf or designee County Auditor Treasurer | |
| Checking account numbers | Checking account numbers | Private | M.S. 13.37 | Deb Vierhuf or designee County Auditor Treasurer | |
| Community corrections placements | Client financial information files | Private | M.S. 13.84 M.S. 13.355 | Deb Vierhuf or designee County Auditor Treasurer | |
| Community Services juvenile placements | Client financial information files | Private | M.S. 13.46 (to the extent it is welfare data) M.S. 13.355 M.S. 13.84 | Deb Vierhuf or designee County Auditor Treasurer | |
| Other department collections | Client financial information (includes wage and tax information) | Private | M.S. 13.46 (to the extent it is welfare data) | Deb Vierhuf or designee County Auditor Treasurer | |