



INVENTORY OF PUBLIC OR CONFIDENTIAL DATA ON INDIVIDUALS

January 2023

Under the Minnesota Government Data Practices Act, government entities are required to maintain and regularly update an inventory of each category of record, file, or process relating to private or confidential data on individuals maintained by the entity. This inventory must be available to the public.

Classification meanings:

Private data on individuals are classified by a state statute or federal law as not public and available to the individual subject(s) of that data. Minn. Stat. § 13.02, subd.12.

Confidential data on individuals are classified by a state statute or federal law as not public and not available to the individual subject(s) of that data. Minn. Stat. § 13.0, subd.3.

Confidential under federal law means that the government entity must maintain the confidentiality of the data by protecting it and must not release it except as authorized by law. This classification usually does not restrict the individual data subject from seeing the information about them.

Record or System Type	Description	Classification	Legal Authority
Contracts and Procurement	Until responses are opened and selection/evaluation processes are completed, business data and responses to Request for Bids and Request for Proposals	Private	Minn. Stat. § 13.591, subd. 3
Contracts and Procurement	Trade secret information provided by individuals	Private	Minn. Stat. § 13.591, subd. 3 and Minn. Stat. § 13.37, subds. 1(b) and 2
Civil investigations; pending civil legal actions	Data collected as part of active investigations to commence or defend pending civil legal actions	Confidential	Minn. Stat. § 13.39, subd. 2

Record or System Type	Description	Classification	Legal Authority
Criminal investigations and law enforcement	During active investigations, data collected to prepare criminal cases against persons	Confidential	Minn. Stat. § 13.82, subd. 7
Criminal investigations and law enforcement	Data describing stolen, lost, confiscated or recovered property	Private	Minn. Stat. § 13.82, subd. 20
Criminal investigations and law enforcement	Until defendants are taken into custody, served with warrants or appear in court, data in arrest warrant indices	Confidential	Minn. Stat. § 13.82, subd. 19
Criminal investigations and law enforcement	Data reflecting deliberative processes	Confidential	Minn. Stat. § 13.82, subd. 25
Criminal investigations and law enforcement	Criminal history data	Private	Minn. Stat. § 13.87, subd. 1(b)
Criminal investigations and law enforcement	Identities of individuals protected from public access	Private	Minn. Stat. § 13.82, subd. 17
DBE program certification	Personal net worth; certification applications and other confidential business information; complainant identities	Confidential under federal law; Private	49 C.F.R. § 26.67(a)(2)(iv); 49 C.F.R. § 26.87(a) 49 C.F.R. § 26.109(b); Minn. Stat. § 13.37
Drug/alcohol testing programs	Drug/alcohol test result reports on employees and applicants in safety-sensitive positions	Private; Confidential under federal law	Minn. Stat. § 181.954, subd. 2; Minn. Stat. § 13.43, subds. 3 & 4; 49 C.F.R. § 30.321; 49 U.S.C. § 5331(d)(7); 49 C.F.R. § 655.73(a)
Employee assistance programs	Employee assistance data	Private	Private Minn. Stat. § 13.43, subd. 7 Minn. Stat. § 13.02, subd. 12
Equal opportunity	Data on individuals relating to investigation of protected class complaints	Private	Minn. Stat. § 13.43, subd. 4

Record or System Type	Description	Classification	Legal Authority
Equal opportunity	Data on individuals relating to active Equal Employment Opportunity Commission and Minnesota Department of Human Rights matters	Confidential	Minn. Stat. § 13.39, subd. 2
Metro Mobility user and applicant files	Personal, medical, financial, familial and locational data on users and applicants, and their names	Private	Minn. Stat. § 13.72, subd. 10 and Minn. Stat. § 13.72, subd. 19
Payroll system	Social Security numbers; tax information; home addresses	Private	Minn. Stat. § 13.355, subd. 1; Minn. Stat. § 13.43, subd. 4
Personnel files	Personnel and other data on employees, applicants, and dependents, including health care reimbursement data and Social Security numbers	Private and Confidential	Minn. Stat. § 13.43, subs. 3 & 4 (some personnel data are “public” data under section 13.43); Minn. Stat. § 13.39, subd. 2; Minn. Stat. § 13.355, subd. 1
Personnel files of contractors performing public functions	Personnel files and data on contractor employees	Private	Minn. Stat. § 13.05, subd. 11(a); Minn. Stat. § 13.43, subd. 4
Rideshare programs	Home addresses, telephone numbers, work hours, commuting modes, types of rideshare service information requested	Private	Minn. Stat. § 13.201; Minn. Stat. § 13.72, subd. 9
Program evaluation and audits	Until final report or conclusion of audit/investigation, data, notes, and preliminary drafts of reports relating to internal audits or investigations	Confidential and Private	Minn. Stat. § 13.392, subd. 1, Minn. Stat. § 13.43
Program evaluation and audits	Data identifying individuals providing information for audits or investigations	Private	Minn. Stat. § 13.392, subd. 2

Record or System Type	Description	Classification	Legal Authority
Metro HRA housing assistance programs	Information on federal and other housing assistance program participants and applicants; unit addresses	Private	Minn. Stat. § 13.462, subd. 3
Metro HRA housing assistance programs	Federal Housing Opportunities for Persons with AIDS Program applicant and participant information	Confidential under federal law; Private	42 U.S.C. § 12905(e) and 24 C.F.R. § 574.440; Minn. Stat. § 13.462, subd. 3
Metro HRA housing assistance programs	Correspondence with agency attorneys relating to investigations and litigation	Confidential	Minn. Stat. § 13.585, subd. 2
Metro HRA housing assistance programs	Social security and employer identification numbers; income information from state wage information collection agencies	Confidential under federal law; Private	42 U.S.C. § 3544(c)(2) & (3); 24 C.F.R. § 5.212(a); Minn. Stat. § 13.462, subd. 3
Metro HRA housing assistance programs	Criminal activity records	Confidential under federal law; Private	24 C.F.R. § 982.553(d)(1) and 24 C.F.R. pt. 5, subp. J; Minn. Stat. § 13.462, subd. 3
Metro Transit customer data	Data on applicants, users, and customers of public transit collected through Council's personalized Web services or the regional fare collection system	Private	Minn. Stat. § 13.72, subd. 19
User personal contact and online account information	Data on individuals collected, maintained, or received for notification purposes or as part of a subscription list for electronic periodic publications	Private	Minn. Stat. § 13.356