

**Data on Individuals  
Maintained by the City of Moorhead  
November 2016**

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

This document is also part of the City'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, the City of Moorhead Responsible Authority, City Records Manager, Data Practices Coordinator, Senior Leadership, and the City Attorney's Office will also have access to all not public data on an as-needed basis as part of a specific work assignment.

The City of Moorhead's Responsible Authority is:

**City Manager**

500 Center Avenue – 3<sup>rd</sup> Floor  
P.O. Box 779  
Moorhead, MN 56561-0779

Direct all questions about this document to the City's Data Practices Compliance Official (DPCO):

**City Manager**

500 Center Avenue – 3<sup>rd</sup> Floor  
P.O. Box 779  
Moorhead, MN 56561-0779

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## Data Maintained by Many or All City Departments

The following data are maintained by more than one department in the City of Moorhead

<b>Name of Record, File, Process, Form or Data Type</b>	<b>Description (Understandable to the General Public)</b>	<b>Data Classification</b>	<b>Citation for Classification</b>	<b>Employee Work Access</b>
<b>Computer Use and Access Data</b>	Data collected, created, or maintained about a person's access to a government entity's computer	Public Private	13.15	Certain employees on an as-needed basis as part of a specific work assignment
<b>Security Information</b>	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 including driver's license numbers (except in relation to application submitted for City License); account numbers or credit card/debit card numbers in combination with any required security code, access code or password that would permit access to an individual's financial account	Private	13.37	Certain employees on an as-needed basis as part of specific work assignment
<b>Civil Investigative Data</b>	Data that are collected in order to start or defend a pending civil legal action, or because a civil legal action is expected	Public Confidential	13.39	Certain employees on an as-needed basis as part of specific work assignment
<b>Social Security Numbers</b>	Social Security numbers assigned to individuals	Private	13.355	Certain employees on an as-needed basis as part of specific work assignment
<b>Personnel Data</b>	Data about employees, employee suggestions data, complaints against employees, applicants, volunteers and independent contractors; labor relations information	Public Private Confidential	13.43 179A.03	Certain employees on an as-needed basis as part of specific work assignment
<b>Legal Compliance Data</b>	Affirmative Action Reports, Benefit Reports, I-9's, OSHA Reports, Pay Equity Reports, Labor Relations Reports	Public Private	13.43	Certain employees on an as-needed basis as part of specific work assignment
<b>Correspondence</b>	Letters and electronic correspondence	Public Private Confidential	Various	Certain employees on an as-needed basis as part of specific work assignment

<b>Name of Record, File, Process, Form or Data Type</b>	<b>Description (Understandable to the General Public)</b>	<b>Data Classification</b>	<b>Citation for Classification</b>	<b>Employee Work Access</b>
<b>Advisory Council Member Data</b>	Data pertaining to advisory council applicants and appointees	Public Private Confidential	13.604	Certain employees on an as-needed basis as part of specific work assignment
<b>Continuity of Operations</b>	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 a government entity	Private	13.43	Certain employees on an as-needed basis as part of specific work assignment
<b>Personal Contact and Online Account Information</b>	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 requested by the individual	Private	13.356	Certain employees on an as-needed basis as part of specific work assignment
<b>Attorney Data</b>	Data related to attorney work product or data protected under attorney-client privilege	Private	13.393	Certain employees on an as-needed basis as part of specific work assignment
<b>Federal Contracts</b>	Data collected due to a contract with a federal agency that requires it as a condition	Private	13.35	Certain employees on an as-needed basis as part of specific work assignment
<b>Complaint/Complainant Data</b>	Data related to complaints made to the City by the general public	Public Private Confidential	Various	Certain employees on an as-needed basis as part of specific work assignment

## Mayor's Office

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Mayor's Office</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Property Data	Data collected, created, maintained or received by a government entity that register complaints, building code violations, and appraisal data	Public Private Confidential	13.44	Certain employees on an as-needed basis as part of specific work assignment
Award Data	Financial data on business entities submitted for the purpose of presenting awards	Private	13.48	Certain employees on an as-needed basis as part of specific work assignment
Elected and Appointed Officials Correspondence	Correspondence between elected officials and individuals	Public Private	13.601	Certain employees on an as-needed basis as part of specific work assignment

## City Clerk & Council

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>City Clerk &amp; Council</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Business Licensing	Data collected, created, received, or	Public	13.41	Certain employees on an as-

	maintained performing the function of processing business licenses	Private Confidential		needed basis as part of specific work assignment
Property Data	Data collected, created, maintained or received by a government entity that register complaints, building code violations, and appraisal data	Public Private Confidential	13.44	Certain employees on an as-needed basis as part of specific work assignment
Assessor Information	Data collected, created, maintained, or received by a political subdivision	Private	13.51	Certain employees on an as-needed basis as part of specific work assignment
Grants	Data created, received, or maintained as part of the grant request and awarding process	Public Private	13.599	Certain employees on an as-needed basis as part of specific work assignment
Elected and Appointed Officials Correspondence	Correspondence between elected officials and individuals	Public Private	13.601	Certain employees on an as-needed basis as part of specific work assignment
Election Data	The sections referred to in this section are codified outside this chapter. Those sections classify campaign, ethics, and election data as other than public, place restrictions on access to government data, or involve data sharing and indicates related data that is codified elsewhere	Public Private Confidential	13.607	Certain employees on an as-needed basis as part of specific work assignment
Data Practices Request & Response Information	Data related to requests under the Minnesota Government Data Practices Act	Public Private Confidential	Various	Certain employees on an as-needed basis as part of specific work assignment

## Boards & Commissions

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Boards &amp; Commissions</b>
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave P.O. Box 779 Moorhead, MN 56561-0779

Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Elected and Appointed Officials Correspondence	Correspondence between elected officials and individuals	Public Private	13.601 13.602	Certain employees on an as-needed basis as part of specific work assignment

## City Assessor

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Planning &amp; Neighborhood Services</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Property Data	Data collected, created, maintained or received by a government entity that register complaints, building code violations, and appraisal data	Public Private Confidential	13.44	Certain employees on an as-needed basis as part of specific work assignment
Benefit Data	Data on individual collected or created because an individual seeks information about becoming, is, or was an applicant for a recipient of benefits or services provided by various agencies	Public Private	13.462	Certain employees on an as-needed basis as part of specific work assignment
Property Tax Data and Homestead Applications	Sections that classify tax data as other than public, place restrictions on access to government data, or involve data sharing	Private Confidential	13.4965	Certain employees on an as-needed basis as part of specific work assignment
Assessor's Records, Functions, and Reports	Data collected, created, received and maintained pertaining to the function of the Assessor's Office including classifications, appraisals, and valuation	Public Private Confidential	Various	Certain employees on an as-needed basis as part of specific work assignment
Assessment Data	Data collected, created, maintained, or received in the process of producing assessment data	Public Private Confidential	13.51 13.52	Certain employees on an as-needed basis as part of specific work assignment

## City Attorney

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>City Attorney</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address Municipal Matters:</i> Ohnstad Twichell 901 13 Ave E PO Box 458 West Fargo, ND 58078-0458		<i>Address Criminal/Civil Matters:</i> Clay County Attorney's Office 807 11 St N – Lower Level Moorhead, MN 56560
<b>Name of Record, File, Process, Form or Data Type</b>	<b>Description (Understandable to the General Public)</b>	<b>Data Classification</b>	<b>Citation for Classification</b>	<b>Employee Work Access</b>
Legal Administration and Common Attorney Records	Records may include administrative data, subpoenas, historically significant legal matters, formal attorney opinions, informal opinions, timekeeping, and litigation logs used in the conduct of City business	Public Private Confidential	13.39 13.393 13.82	Certain employees on an as-needed basis as part of specific work assignment
Criminal Matters Data	Records related to the prosecution of criminal cases by the City's Attorney's Office. Records document various types of criminal cases which may include assault, harassment, order for protection, animal control, gross misdemeanors, DWI, Domestic Abuse, Bench Warrants, Expungements, code compliance, justice crimes, livability crimes, property and theft, vulnerable adults, weapons, drugs and alcohol, insurance violations, parking violations, moving violations, serious traffic violations, etc.	Public Private Confidential	13.393 13.82 609A, 01, et seq.	Certain employees on an as-needed basis as part of specific work assignment
Civil Investigative Data	Active investigative data related to a civil legal action	Public Confidential	13.39	Certain employees on an as-needed basis as part of specific work assignment
Civil Matters Data	Assignments, Advice, Administrative Hearings, Claims, Litigation, Contracts, Agreements	Public Private Confidential	363A.35 13.39 13.393 13.43	Certain employees on an as-needed basis as part of specific work assignment



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## City Manager's Office

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>City Manager's Office</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Elected and Appointed Officials Correspondence	Correspondence between elected officials and individuals	Public Private	13.601	Certain employees on an as-needed basis as part of specific work assignment
Property Data	Data collected, created, maintained or received by a government entity that register complaints, building code violations, and appraisal data	Public Private Confidential	13.44	Certain employees on an as-needed basis as part of specific work assignment
Data Practices Request & Response Information	Data related to requests under the Minnesota Government Data Practices Act	Public Private Confidential	Various	Certain employees on an as-needed basis as part of specific work assignment

## Human Resources

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Administrative Services</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave P.O. Box 779 Moorhead, MN 56561-0779		

Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Personnel Data	Data about employees, applicants, volunteers and independent contractors; labor relations information	Public Private Confidential	13.43 179A.03 subd. 4	Certain employees on an as-needed basis as part of specific work assignment
Affirmative Action Data	Records to document complaints, investigations, and resolutions or affirmative action issues; confidential data forms of applicants; and departmental tracking and compliance records	Public Private Confidential	13.3913.43; Sect. 709(e) Title VII Civil Rights	Certain employees on an as-needed basis as part of specific work assignment
Labor Relations Data	Records used to track grievances made by employees; collective bargaining agreements and negotiations; compliance monitoring	Public Private	13.43	Certain employees on an as-needed basis as part of specific work assignment
Employee Benefits Data	Records used to maintain, track and report on employee participation in the available City-run or sponsored benefit program	Public Private	13.43	Certain employees on an as-needed basis as part of specific work assignment
Officer Personnel Data, Disciplinary Data, and Complainant Data	Data on individuals maintained because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with a government entity	Public Private Confidential	13.43	Certain employees on an as-needed basis as part of specific work assignment
Contractor Data	Data collected, created, received, or maintained as part of a relationship with City	Public Private	13.43	Certain employees on an as-needed basis as part of specific work assignment
Data Practices Request & Response Information	Data related to requests under the Minnesota Government Data Practices Act	Public Private Confidential	Various	Certain employees on an as-needed basis as part of specific work assignment

## Information Technology

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Administrative Services</b>
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor	<i>Address:</i> 500 Center Ave

P.O. Box 779 Moorhead, MN 56561-0779	P.O. Box 779 Moorhead, MN 56561-0779	P.O. Box 779 Moorhead, MN 56561-0779		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Data Breach	Information regarding the breach of security of data	Public Private Confidential	13.055	Certain employees on an as-needed basis as part of specific work assignment
Data Practices Request & Response Information	Data related to requests under the Minnesota Government Data Practices Act	Public Private Confidential	Various	Certain employees on an as-needed basis as part of specific work assignment

## Finance

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Administrative Services</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave P.O. Box 779 Moorhead, MN 56561-0779		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Medical Payment Records	Records which document payment and receivable invoices for health/medical services provided to clients by direct service program	Public Private	13.384	Certain employees on an as-needed basis as part of specific work assignment
Occupational Injury and Illness Reporting Data	Records used to document the nature of a work-related personal injury or illness and meet the requirements of state law	Private Confidential	176.231 13.39	Certain employees on an as-needed basis as part of specific work assignment
Accident Reports	Records used to document vehicle/equipment accidents	Public Private	13.72	Certain employees on an as-needed basis as part of specific work assignment
Worker's Compensation Claims	Records used to document claims filed as the result of on-the-job accidents and illnesses by City employees	Confidential	176.231	Certain employees on an as-needed basis as part of specific work assignment

Internal Auditing Data	Data, notes, and preliminary drafts of reports created, collected, and maintained by the internal audit offices of a government entity or persons performing audit for government entities	Public Private Confidential	13.392	Certain employees on an as-needed basis as part of specific work assignment
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## Planning & Neighborhood Services

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Planning &amp; Neighborhood Services</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 4 <sup>th</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Licenses and Permits	Any information, documentation and data required or produced in the process of obtaining licenses and permits. Records may include applications and supporting documents (including background checks), copies and renewals, and any modifications	Public Private Confidential	13.37 13.41 14.411 13.69 13.87	Certain employees on an as-needed basis as part of specific work assignment
Property Data	Data collected, created, maintained or received by a government entity that register complaints, building code violations, rental registration, and appraisal data	Public Private Confidential	13.44 13.4965 13.4967	Certain employees on an as-needed basis as part of specific work assignment
Construction Plans	Records used by examiners to determine compliance with applicable codes/ordinances prior to permit issuance	Public Private	13.37	Certain employees on an as-needed basis as part of specific work assignment
Assessment Data	Data collected, created, maintained, or received in the processes or producing assessment data	Public Private Confidential	13.51 13.52	Certain employees on an as-needed basis as part of specific work assignment
Program Participation in regards to inspections	Data on program participants maintained by a local government entity in connection with an	Private Confidential	13.805 5B.07 subd. 1	Certain employees on an as-needed basis as part of

	active investigation or inspection with an investigation or inspection of an alleged health code, building code, or city ordinance violation are governed outside this chapter			specific work assignment
Development Data	Data collected, submitted, created, or maintained for the purpose of planning, development, redevelopment, or government programs	Public Private Confidential	13.59 13.591	Certain employees on an as-needed basis as part of specific work assignment
Housing Agency Data	Financial information regarding a Housing Finance Agency loan or grant recipient	Public Private	13.586	Certain employees on an as-needed basis as part of specific work assignment
Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Private	13.548	Certain employees on an as-needed basis as part of specific work assignment
Emergency Services for Homeless Persons	Data on individuals maintained by a grant recipient from which the identity of any individual receiving emergency services	Private	13.587	Certain employees on an as-needed basis as part of specific work assignment

## Engineering

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Engineering</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 4 <sup>th</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779		
<b>Name of Record, File, Process, Form or Data Type</b>	<b>Description (Understandable to the General Public)</b>	<b>Data Classification</b>	<b>Citation for Classification</b>	<b>Employee Work Access</b>
Licenses and Permits	Any information, documentation and data required or produced in the process of obtaining licenses and permits. Records may	Public Private Confidential	13.37 13.41 14.411	Certain employees on an as-needed basis as part of specific work assignment

	include applications and supporting documents (including background checks), copies and renewals, and any modifications		13.69 13.87	
Property Data	Data collected, created, maintained or received by a government entity that register complaints, building code violations, rental registration, and appraisal data	Public Private Confidential	13.44 13.4965 13.4967	Certain employees on an as-needed basis as part of specific work assignment
Construction Plans	Records used by examiners to determine compliance with applicable codes/ordinances prior to permit issuance	Public Private	13.37	Certain employees on an as-needed basis as part of specific work assignment
Assessment Data	Data collected, created, maintained, or received in the processes or producing assessment data	Public Private Confidential	13.51 13.52	Certain employees on an as-needed basis as part of specific work assignment
Development Data	Data collected, submitted, created, or maintained for the purpose of planning, development, redevelopment, or government programs	Public Private Confidential	13.59 13.591	Certain employees on an as-needed basis as part of specific work assignment

## Parks and Recreation

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Parks and Recreation</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> Moorhead Sports Center 324 24 Street South Moorhead, MN 56560		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Private	13.548	Certain employees on an as-needed basis as part of specific work assignment

Information regarding availability of facility	Requests for availability, identity or requestor, type of event, suggested terms of rental, and responses to request	Public Private	13.55	Certain employees on an as-needed basis as part of specific work assignment
Contact Information	Names, addresses, and contact person for individual exhibitors may be withheld at the discretion of the facility	Public Private	13.55	Certain employees on an as-needed basis as part of specific work assignment

## Hjemkomst Center

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Parks and Recreation</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 202 1 <sup>st</sup> Avenue North Moorhead, MN 56560		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Private	13.548	Certain employees on an as-needed basis as part of specific work assignment
Information regarding availability of facility	Requests for availability, identity or requestor, type of event, suggested terms of rental, and responses to request	Public Private	13.55	Certain employees on an as-needed basis as part of specific work assignment
Contact Information	Names, addresses, and contact person for individual exhibitors may be withheld at the discretion of the facility	Public Private	13.55	Certain employees on an as-needed basis as part of specific work assignment

## Village Green Golf Course, Restaurant & Pro Shop

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Parks and Recreation</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 3421 30 Ave S Moorhead, MN 56560		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Private	13.548	Certain employees on an as-needed basis as part of specific work assignment
Information regarding availability of facility	Requests for availability, identity or requestor, type of event, suggested terms of rental, and responses to request	Public Private	13.55	Certain employees on an as-needed basis as part of specific work assignment
Contact Information	Names, addresses, and contact person for individual exhibitors may be withheld at the discretion of the facility	Public Private	13.55	Certain employees on an as-needed basis as part of specific work assignment

## The Meadows Golf Course, Restaurant & Pro Shop

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Parks and Recreation</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 401 34 St S Moorhead, MN 56560		
Name of Record, File, Process, Form or	Description (Understandable to the General	Data	Citation for	Employee Work Access



Data Type	Public)	Classification	Classification	
Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Private	13.548	Certain employees on an as-needed basis as part of specific work assignment
Information regarding availability of facility	Requests for availability, identity or requestor, type of event, suggested terms of rental, and responses to request	Public Private	13.55	Certain employees on an as-needed basis as part of specific work assignment
Contact Information	Names, addresses, and contact person for individual exhibitors may be withheld at the discretion of the facility	Public Private	13.55	Certain employees on an as-needed basis as part of specific work assignment

## Fire

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Fire</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> Station 1 111 12 St N Moorhead, MN 56560	<i>Address:</i> Station 2 2413 20 St S Moorhead, MN 56560	
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Criminal Case Files	Records that are created and used to document complaints, arrests and incidents involving criminal offenses, incidents, documentation, and investigation	Public Private Confidential	13.82 Various	Certain employees on an as-needed basis as part of specific work assignment
Emergency Communications	Communications made to emergency services for the purpose of requesting service from law enforcement, fire, or medical agency (transcripts of 911 calls that do not reveal the identity of the caller are public)	Private	13.82	Certain employees on an as-needed basis as part of specific work assignment
Investigative Data	Fire Department access to criminal history,	Private	13.6905	Certain employees on an as-

	arson investigation information, fire insurance information, records of the State Fire Marshal, and hazardous substance emergency	Confidential		needed basis as part of specific work assignment
Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Private	13.548	Certain employees on an as-needed basis as part of specific work assignment
Program Participants in regards to inspections	Data on program participants maintained by a local government entity in connection with an active investigation or inspection of an alleged health code, building code, fire code, or city ordinance violation	Private Confidential	13.805 5B.07 subd. 1	Certain employees on an as-needed basis as part of specific work assignment

## Police

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Police</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 915 9 Ave N Moorhead, MN 56560		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Criminal Case Files	Records that are created and used to document complaints, arrests and incidents involving criminal offenses, incidents, documentation, and investigation	Public Private Confidential	13.82 Various	Certain employees on an as-needed basis as part of specific work assignment
Confidential Informants	Records, files, and documentation that may contain the identity of, contacts with, and reliability of confidential informants	Confidential	13.43 13.82 subd. 2 (1), 7, 8, 17(a) (c)(g), 21 13.86	Certain employees on an as-needed basis as part of specific work assignment

			13.43 subd. 2, 5	
Juvenile Records	Records, files, and incidents that are created and used to document complaints, arrests and incidents involving juveniles (age of suspect or arrestee at date of incident is less than 18 years)	Public Private Confidential	13.82 subd. 2 (j)(l), 17(g), 20 13.875	Certain employees on an as-needed basis as part of specific work assignment
Automated License Plate Reader Data	Information gathered or retained by the Automated License Plate Reader	Public Private	13.824	Certain employees on an as-needed basis as part of specific work assignment
Traffic Control/Accident Records	Any data, reports, documentation or supplemental information relating to a traffic incident or accident report	Private Public Confidential	13.82 subd. 3, 4, 6, 7 169.09 subd. 13	Certain employees on an as-needed basis as part of specific work assignment
Crime Laboratory Records	Crime laboratory findings, records, or information and its corresponding documentation	Private	13.82 Various	Certain employees on an as-needed basis as part of specific work assignment
Licenses and Permits	Any information, documentation, and data required or produced in the process of obtaining licenses and permits. Records may include applications and supporting documents (including background checks), copies and renewals, and any modifications	Public Private Confidential	13.37 13.41 13.411 13.69 (1)(2) 13.87 subd. 2	Certain employees on an as-needed basis as part of specific work assignment
Background Investigation Records / Internal Affairs Case Information	Documentation and data obtained during, or relating to performing, background investigations on individuals and case documentation	Public Private Confidential	13.43 subd. 2(b), 4, 12, 17 13.82	Certain employees on an as-needed basis as part of specific work assignment
Emergency Communication	Communications made to emergency services for the purpose of requesting service from law enforcement, fire, or medical agency (transcripts of 911 calls that do not reveal the identity of the caller are public)	Private	13.82 subd. 3, 4, 17(f), 25	Certain employees on an as-needed basis as part of specific work assignment
Mandated Reporter Identities	Identities of individuals who are obligated to report information to law enforcement	Private	13.82 subd. 17 (h), 609.456, 626.556, 626.557	Certain employees on an as-needed basis as part of specific work assignment

Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Private	13.548	Certain employees on an as-needed basis as part of specific work assignment
Pawn Shop / Scrap Metal Dealer	Data on individuals that would reveal the identity of customers of a licensed pawnbroker, secondhand goods dealer, or scrap metal dealer is private, except data describing property in a regulated transaction which is public	Private Public	13.82 subd. 27	Certain employees on an as-needed basis as part of specific work assignment

## Public Works

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Public Works</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 700 15 Ave N Moorhead, MN 56560		
<b>Name of Record, File, Process, Form or Data Type</b>	<b>Description (Understandable to the General Public)</b>	<b>Data Classification</b>	<b>Citation for Classification</b>	<b>Employee Work Access</b>
Complaint Data	Data related to complaints made to the City by the general public	Public Private Confidential	Various	Certain employees on an as-needed basis as part of specific work assignment
Municipal Utility Customer Data	Data on customers of municipal utilities (electric, water, garbage and recycling collections) are private data on individuals or data	Private	13.685	Certain employees on an as-needed basis as part of specific work assignment
Parking Space Leasing Data	Data collected, created, maintained or received that is determined to be data including security information and parking space leasing data	Private	13.37	Certain employees on an as-needed basis as part of specific work assignment
Parking Enforcement	Data maintained, collected, received or created	Private	13.69	Certain employees on an as-

	regarding parking certificates and special license plates			needed basis as part of specific work assignment
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## Moorhead Municipal Airport

<i>Responsible Authority (Name &amp; Title)</i> <b>City Manager</b>	<i>Data Practices Compliance Official</i> <b>City Manager</b>	<i>Reporting Department</i> <b>Planning &amp; Neighborhood Services</b>		
<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 500 Center Ave – 3 <sup>rd</sup> Floor P.O. Box 779 Moorhead, MN 56561-0779	<i>Address:</i> 3309 70 St S Glyndon, MN 56547		
Name of Record, File, Process, Form or Data Type	Description (Understandable to the General Public)	Data Classification	Citation for Classification	Employee Work Access
Social Recreational Data	Data collected and maintained for the purpose of enrolling individuals in recreational and other social programs including names, addresses, telephone numbers and any other data that identifies the individual or describes a health or medical condition	Private	13.548	Certain employees on an as-needed basis as part of specific work assignment
Information regarding availability of facility	Requests for availability, identity or requestor, type of event, suggested terms of rental, and responses to request	Public Private	13.55	Certain employees on an as-needed basis as part of specific work assignment
Contact Information	Names, addresses, and contact person for individual exhibitors may be withheld at the discretion of the facility	Public Private	13.55	Certain employees on an as-needed basis as part of specific work assignment