

EXHIBIT A
NOT PUBLIC DATA ON INDIVIDUALS MAINTAINED BY THE CITY OF MEDINA

| Name of Record, File or Data Type | Description | Data Classification | Citation for Classification | Employee Work Access |
|---|--|---------------------|-----------------------------|--|
| Applicant records | Completed assessments and results, related documentation, and application forms | Public/Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Appointment files | Appointments to various council boards, commissions or committees | Public/Private | MS 13.43 MS 13.601 | Certain employees on an as needed basis as part of specific work assignments |
| Attorney Data | Data related to attorney work product or data protected by attorney-client privilege | Private | MS 13.393 | Certain employees on an as needed basis as part of specific work assignments |
| Audit Reports Internal and External | Based on private companies for review of tax payments; or based on internal operations | Non-Public | MS 13.37 | Certain employees on an as needed basis as part of specific work assignments |
| Automatic Payment Plan Authorization Form | With supporting documentation | Public/Private | MS 13.37 | Certain employees on an as needed basis as part of specific work assignments |
| Ballots - Absentee ballot application | Absentee ballot application | Public/Private | 203B.12 | Certain employees on an as needed basis as part of specific work assignments |
| Ballots | Voted or rejected | Public/Private | MS 13.37 | City Clerk and Deputy Clerk on an as needed basis |
| Benefits Enrollment Forms | Employees' medical, dental, life, supplemental, etc. election forms | Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Bids and proposals | Responses to requests for bids and proposals | Public/Private | MS 13.591 MS 13.37 | Certain employees on an as needed basis as part of specific work assignments |

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| Building Permit Applications and Plans | Commercial, industrial, residential | Public/Private Non-public | MS 13.37, Subd. 1b MS 541.051 | Certain employees on an as needed basis as part of specific work assignments |
| Checks (Accounts Receivable) | Received from customers and submitted electronically | Public/Private | MS 13.37 | Certain employees on an as needed basis as part of specific work assignments |
| City Council Member Data | Data pertaining to City Council members | Public/Private Confidential | MS 13.601 | Certain employees on an as needed basis as part of specific work assignments |
| Civil Litigation Files | Judgments, settlements, releases, correspondence | Public/Private Confidential Protected non-public | MS 13.39 | Certain employees on an as needed basis as part of specific work assignments |
| Criminal Litigation Files | Documents litigation involving the city | Public/Private Confidential Protected Non-Public | MS 13.393, MS 13.82 | Certain employees on an as needed basis as part of specific work assignments |
| Claims | Claims filed by or against the city | Public/Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Complaints | By citizens about the use of real property | Confidential; the data becomes public when submitted or presented in court for a condemnation proceeding | MS 13.44 | Certain employees on an as needed basis as part of specific work assignments |
| Correspondence | Letters and electronic | Public/Private | Various | Certain employees on an as |

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| | correspondence | Confidential | | needed basis as part of specific work assignments |
| Data on individuals | Data that would identify an individual reporting a violation, suspected violation, or planned violation | Private | MS 181.932, subd. 2 | Certain employees on an as needed basis as part of specific work assignments |
| Deferment Application | Information collected on individuals for the purpose of processing a deferment application | Private Non-Public | MS 13.51, sub. 2 MS 13.52 | Certain employees on an as needed basis as part of specific work assignments |
| Drug and Alcohol Testing Results | Employees' test results | Public/Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Employee Eligibility Verification/I-9 Form | I-9 Forms submitted by employees | Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| German Liberal Cemetery Burial Site Files | Information about individuals who own or are placed in burial sites | Public/Private | MS 307.08 MS 13.37 | Certain employees on an as needed basis as part of specific work assignments |
| Insurance claims | Filed by or against the city | Public/Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| Payroll files | Timesheets, expense reimbursement, etc. | Public/Private | MS 13.43 MS 13.601 | Certain employees on an as needed basis as part of specific work assignments |
| Personal contact and online account information | Phone number, email address, usernames, passwords, collected, maintained or received for notification purposes or as part of a subscription list for electronic periodic publications as | Private | MS 13.356 | Certain employees on an as needed basis as part of specific work assignments |

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| | requested by the individual | | | |
| Personnel data | Data about employees, applicants, volunteers and independent contractors; labor relations information | Public/Private Confidential | MS 13.43, 179A.03, subd. 4 | Certain employees on an as needed basis as part of specific work assignments |
| Photographs, Video and Audio | Photos, video and or audio files retained in accordance with item related to in General Records Retention Schedule | Public/Private Confidential | MS 13.82 | Certain employees on an as needed basis as part of specific work assignments |
| Police Incident Reports/Criminal Investigations | All documents related to the case file | Public/Private Confidential | MS 13.82 | Certain employees on an as needed basis as part of specific work assignments |
| Property Acquisition | Deeds, contracts, correspondence, purchase valuation data, agreements | Public Confidential Protected Non-Public | MS 13.44 MS 13.585 | Certain employees on an as needed basis as part of specific work assignments |
| Property Files | Files involving land acquisitions, condemnations, land sales, lawsuits, etc. | Public/Private Confidential Protected Non-Public | MS 13.39 | Certain employees on an as needed basis as part of specific work assignments |
| Real Property Appraisals | Estimated or appraised values of individual parcels of real property | Public/ Confidential | MS 13.44 | Certain employees on an as needed basis as part of specific work assignments |
| Social Security numbers | Collected or maintained on individuals | Private | MS 13.355 | Certain employees on an as needed basis as part of specific work assignments |
| Workers Compensation | Files related to workers compensation claims, benefits, and billing | Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |
| 1099 Miscellaneous Income | 1099 Miscellaneous Income | Public/Private | MS 13.43 | Certain employees on an as needed basis as part of specific work assignments |

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