

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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