

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Swift County</b>	<b>Responsible Authority - Ron Vadnais</b>		<b>Department/Division</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Abstracts of county checks and receipts	Listing of all county expenditures and receipts, including payroll information	Private	M.S. 13.46 (to the extent it is welfare data) M.S. 13.355 (to the extent it reveals social security numbers of recipients)	Kim Saterbak, County Auditor
Benefit overpayment files	Client financial information	Private	M.S. 13.46 (to the extent it is welfare data) M.S. 13.355	Kim Saterbak, County Auditor
Cancelled checks	Cancelled county checks	Private	M.S. 13.46 (to the extent it is welfare data)	Kim Saterbak, County Auditor
Checking account numbers	Checking account numbers	Private	M.S. 13.37	Kim Saterbak, County Auditor
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) M.S. 13.87, sub. 2 (to the extent it identifies gun permit payments)	Kim Saterbak, County Auditor
Community corrections placements	Client financial information files	Private	M.S. 13.84 M.S. 13.355	Kim Saterbak, County Auditor
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	Kim Saterbak, County Auditor
Other department collections	Client financial information (includes wage and tax information)	Private	M.S. 13.46 (to the extent it is welfare data)	Kim Saterbak, County Auditor
A/P Information	Vouchers, claim forms, and other supporting accounts payable documentation	Private	M.S. 13.46 (to the extent it identifies social service clients)	Kim Saterbak, County Auditor
Benefit enrollment and history information	Open enrollment, new hire benefit status change, leave of absence, pension activity, deduction authorizations	Private	M.S. 13.43, subd. 4	Kim Saterbak, County Auditor
Miscellaneous payroll reports	Annual, monthly, and bi-weekly payroll reports (deductions, insurance, union dues, new hire, etc.)	Private (unless public under M.S. 13.43, subd. 2)	M.S. 13.43, subd. 4 and 5	Kim Saterbak, County Auditor
Monthly and quarterly wage reporting	Records of employee wages and social security number for unemployment (DES, DEED)	Private (unless public under M.S. 13.43, subd. 2)	M.S. 13.43, subd. 4 and 5 M.S. 13.355	Kim Saterbak, County Auditor

Payroll - bi-weekly checks and timesheets	Records of bi-weekly employee payroll deduction and contribution amounts	Private	M.S. 13.43, subd. 4 and 5	Kim Saterbak, County Auditor
Payroll W-2's	Records of employee payroll deductions	Private	Social Security Act M.S. 13.43, subd. 4 and 5 M.S. 13.355	Kim Saterbak, County Auditor
Address book module	Social security numbers of individuals that receive payments or make payments to Swift County	Private	M.S. 13.355	Kim Saterbak, County Auditor
W9 and 1099 forms	Collect proper social security number for 1099 and payment purposes. Distribute to payees and file with IRS payment activity for the year	Private	M.S. 13.355 M.S. 13.43, subd. 4	Kim Saterbak, County Auditor

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<b>Swift County</b>		<b>Department/Division Public Health and Environment Tobacco</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Clerk payment	Confidential <i>(While active)</i>	M.S. 13.39	Scott Collins, Director
Clerk violation	Confidential <i>(While active)</i>	M.S. 13.39	Scott Collins, Director
Compliance check form	Confidential <i>(While active)</i>	M.S. 13.39	Scott Collins, Director
Tobacco database	Confidential <i>(While active)</i>	M.S. 13.39	Scott Collins, Director
Vendor payment voucher form	Private	M.S. 13.355, subd. 1	Scott Collins, Director

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<b>Swift County</b>	<b>Responsible Authority - Kelsey Baker County Administrator</b>		<b>Department/Division Administration</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
Contract bid proposals	Copy of bid specs and proposals returned by natural person vendors prior to opening	Private	M.S. 13.37, subd. 2	Kelsey Baker, County Administrator
County Welfare Board	County commissioners met as "Welfare Board", 1969 - 1980 Board minutes list citizens receiving assistance, amount paid, and why	Private	M.S. 13.46 <i>Note: Persons who need access to this information should contact the county Community Services director</i>	Kelsey Baker, County Administrator
Emergency contact staff directory	Home address and phone number	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee appraisals	Employee evaluations, goals, etc.	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee personnel file	Staff performance evaluations and not sustained disciplinary actions	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Sick and vacation leaves	Employee leaves, reason for sick leave use	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator

## MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS				
Swift County	Responsible Authority - Danielle Olson		Department/Division	
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)
Bail evaluations	Information gathered from offender to make bail recommendations to court	Private	M.S. 13.84, subd. 2	Danielle Olson, County Attorney
Case files - Adult	Written reports of investigation or action taken by deputy; reports regarding criminal investigations and non-criminal action taken or investigated including miscellaneous reports, criminal offense reports and supporting documents	Private Confidential (depending on status and identified individual)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	Danielle Olson, County Attorney
Case Files - Juvenile	Data dealing with involvement of juveniles in criminal activity incidents prior to age 18; includes non-criminal activity involvement in any matter pending investigation by law enforcement	Private Confidential	MN Stat. 13.82, Subd. 17 MN Stat. 260B.171 and 260C.171	Danielle Olson, County Attorney
Chemical health assessments - family court	Reports prepared by chemical health professionals regarding client's chemical use and diagnosis	Private Confidential	M.S. 13.84, subd 2, 3, and 42 U.S.C. 290	Danielle Olson, County Attorney
Children's statements - family court	Statements made by children regarding custody matters	Private	M.S. 13,84, subd. 2 M.S. 257.70 M.S. 518.167	Danielle Olson, County Attorney
Child Abuse Investigation		Private Confidential	MN Stat. 13.82 Subd. 7, 8 and 9	Danielle Olson, County Attorney
Child Abuse - Maltreatment of Minors	a. Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report b. Unsubstantiated Reports	Private Confidential	MN Stat. 626.556, Subd. 7 and 11, and MN Stat. 13.82, Subd. 7, 8 and 9	Danielle Olson, County Attorney

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Swift County	Responsible Authority - Danielle Olson		Department/Division	
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)
Commitments - Juvenile	Order of the court showing the name of the person to be committed to custody and the location of the commitment; legal documents from sentencing court that authorizes confinement at the jail facility	Private	MN Stat. 260B.171	Danielle Olson, County Attorney
Criminal History Records	Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS	Private (depending on content)	MN Stat. 13.87	Danielle Olson, County Attorney
Diversion forms - adult	Fee agreement, restitution payment agreement, proof of community work service	Private	M.S. 13.84, subd. 2 and 7	Danielle Olson, County Attorney
Diversion forms - juvenile	Completed forms used to collect juvenile information to determine a response to an illegal action and agreement.	Private Confidential	M.S. 13.84, subd. 2, 3	Danielle Olson, County Attorney
Drug testing related forms - adult	Offender identification with drug screen date/time and results	Private	M.S. 13.84, subd. 2 and 7	Danielle Olson, County Attorney
Drug/alcohol testing and results - juvenile	Information collected or obtained as the result of a drug or alcohol screen	Private Confidential	M.S. 13.84, subd. 2, 3, 7	Danielle Olson, County Attorney
Employee and Volunteer Data Personnel Data	Data related to Employment, Volunteer status or applicant data	Private	MN Stat. 13.43, Subd. 3, 4 and 5	Danielle Olson, County Attorney
Expungment Letter	Letter confirming receipt of expungment order	Private	MN Stat. 609A.03	Danielle Olson, County Attorney
Guardian Ad Litem reports	Reports prepared by Guardian Ad Litem regarding children and parents	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Danielle Olson, County Attorney

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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)
Guardian Ad Litem reports	Reports prepared by Guardian Ad Litem regarding children and parents	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Danielle Olson, County Attorney
Case Files - Juvenile	Data dealing with involvement of juveniles in criminal activity incidents prior to age 18; includes non-criminal activity involvement in any matter pending investigation by law enforcement	Private Confidential	MN Stat. 13.82, Subd. 17 MN Stat. 260B.171 and 260C.171	Danielle Olson, County Attorney
Maltreatment of Vulnerable Adults	Records created or received in conducting investigations by law enforcement Identity of reporter	Private Confidential Confidential	MN Stat. 13.82, Subd. 7, 10 and 11 MN Stat. 626.557 MN Stat. 626.557, Subd. 12b(c )	Danielle Olson, County Attorney
Master Index - Adults	Name file entry and all incidences attached to the name	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	Danielle Olson, County Attorney
Master Index - Juvenile	Name file entry and all incidences attached to the name	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 260B.171	Danielle Olson, County Attorney
Mental health screens psychiatric/psychological evaluations - juvenile	Mental health information collected to assess psychological problems and to make treatment recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, 4	Danielle Olson, County Attorney
Petitions to court - juvenile	Charging document generated by a prosecutor for court actions	Private	M.S. 260B.171	Danielle Olson, County Attorney
Pre-sentence investigations	Investigative report ordered by the court with offender and offense information and recommendations	Private Confidential	M.S. 13.84, subd. 2, 3, 4, and 7 M.S. 609.115	Danielle Olson, County Attorney

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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)
Psychological/psychiatric evaluations/assessments - adult	Information collected by a psychologist/psychiatrist with personal information/history and assessment results. May include diagnosis and recommended treatment/medication	Private Confidential	M.S. 13.84, subd. 2, 3, and 4	Danielle Olson, County Attorney
Requests for warrants	Offender information to direct and assist law enforcement	Private Confidential	M.S. 13.84, subd. 6	Danielle Olson, County Attorney
Restitution forms - Adult	Specific offender restitution payment expectations	Private	M.S. 13.84, subd. 2 and 7	Danielle Olson, County Attorney
Restitution information - Juvenile	Description or information related to loss by victims and agreement made with juvenile to make amends	Private	M.S. 13.84, subd. 2	Danielle Olson, County Attorney
Victim correspondence	Letters to and from victims with offense details/court input/restitution requested	Private (as to victim) Confidential	M.S. 13.84, subd. 3 M.S. 611A.06, subd. 4	Danielle Olson, County Attorney
Violation reports	Reports prepared for court, including court history and alleging a violation of probation description	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7 M.S. 171.12	Danielle Olson, County Attorney
All juvenile court orders including warrants	Court documents defining decisions made by the Court for other entities in the juvenile justice system and the juvenile	Private Confidential	M.S. 13.84, subd. 2, 3, 4 M.S. 260B.171	Danielle Olson, County Attorney

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Swift County	Responsible Authority - Danielle Olson Swift County Attorney		Department/Division Public Health and Environment Hazardous Waste Regulations	
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)
Complaint- hazardous waste	Summarizes complaint, results, and action taken	Confidential during investigation; Public after investigation; except complainant's name is Private	M.S. 13.39 M.S. 13.41, subd. 5	Scott Collin, Director
Hazardous waste generator and facility inspection reports	Results of an inspection	Public; may be confidential during investigation	M.S. 13.39	Scott Collin, Director
Minnesota tax ID number form	MN. Stat. 270.72 provides tax ID or SS number to MDOR (includes date of birth)	Private	M.S. 13.355, subd. 1	Scott Collin, Director
County environmental charge accountant reports	Reviews of county environmental charge remittance / data reports	Private	M.S. 13.37, subd. 1(b)	Scott Collin, Director
County environmental charge database	County environmental charge remittance report data	Private	M.S. 13.37, subd. 1(b)	Scott Collin, Director
County environmental charge remittance forms	Forms submitted with monthly county environmental charge payments; data is entered in CEC database	Private	M.S. 13.37, subd. 1(b)	Scott Collin, Director
Complaint-solid waste	Summarizes complaint, results, and action taken	Confidential during investigation; after investigation complainant's name is Private	M.S. 13.39 M.S. 13.41, subd. 5	Scott Collin, Director
Minnesota tax ID number form	MN Stat 270.72 provides tax ID or SS number to MDOR (includes date of birth)	Private	M.S. 13.355, subd. 1	Scott Collin, Director
Solid waste facility inspection reports	Results of an inspection	Confidential during investigation	M.S. 13.39	Scott Collin, Director

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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)
Contract bid proposals	Copy of bid specs and proposals returned by natural person vendors prior to opening	Private	M.S. 13.37, subd. 2	Kelsey Baker, County Administrator
Emergency contact staff directory	Home address and phone number	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee appraisals	Employee evaluations, goals, etc.	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee personnel file	Staff performance evaluations and not sustained disciplinary actions	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Sick and vacation leaves	Employee leaves, reason for sick leave use	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator

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Swift County	Responsible Authority - Danielle Olson Swift County Attorney		Department/Division Public Works	
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)
Card Reader data	Identity of individuals that have access to secure areas within county buildings	Private Confidential	M.S. 13.43, subd. 4 M.S. 13.37, subd. 2	Andy Sanders, County Engineer
Complaint	Identity of individuals who register land use-related violations, including zoning	Confidential	M.S. 13.44, subd. 1	Andy Sanders, County Engineer
Performance appraisals and other related private personnel data	Performance appraisals and other not public personnel data	Private	M.S. 13.43, subd. 4	Andy Sanders, County Engineer
Real property acquisition data	Appraisals used in land acquisition process	Private Confidential (depending on status)	M.S. 13.44, subd. 1	Andy Sanders, County Engineer

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Swift County	Responsible Authority - Kelsey Baker County Administrator		Department/Division Human Resources	
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)
Annual basic life insurance evaluation files	Increases in basic life coverage - sent to life insurance carrier - social security number	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Benefits enrollment forms	Enrollment in insurance benefits and flex spending accounts, premium deductions, birth date, address, phone number	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Computer personnel screens master file	All containing data such as social security number, home address, birth date, gender, race, marital status, union status, tax dependents, social security/retirement status	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelsey Baker, County Administrator
Controlled substance testing records	Documents pertaining to controlled substance tests	Private	M.S. 181.954, subd. 2 M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Discrimination files	Information collected regarding discrimination suits filed against Swift County	Private <i>(confidential depending on file status)</i>	M.S. 13.39 M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee emergency act sheets	Emergency contact information	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee personnel file	Performance appraisals	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Employee private file	All other documents containing private data	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator

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Swift County	Responsible Authority - Kelsey Baker County Administrator		Department/Division Human Resources	
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)
Family and medical leave of absence files	Information of a medical nature, including health care provider verification of condition	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Grievance files	All information collected on employees who have filed grievances per their union contracts against Swift County	Private <i>(confidential depending on status)</i>	M.S. 13.39, 13.43, subd. 4	Kelsey Baker, County Administrator
Insurance applications	Insurance benefits, social security number, home address, age, gender, marital status, home phone, dependent information, general health statement	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelsey Baker, County Administrator
Insurance reports: Showing amounts of claims by individual Vehicle accidents/claims	Reports showing employee name, injury date, and social security number, type of injury/damage and total reserve and paid Data on an accident, including names, addresses, phone numbers, insurance coverage and number, accident and damage description while in active litigation or investigation	Private Private Confidential <i>(depending on status)</i>	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1 M.S. 13.39 M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Internal emergency management plan	Entire internal emergency management plan that includes emergency procedures, incident response team, and continuity of operations plan	Security Data - Private Confidential	M.S. 13.37	Kelsey Baker, County Administrator
Internal investigation files	Information collected regarding policy violations	Private Confidential <i>(Depending on file status)</i>	M.S. 13.43, subd. 4, 8, 11, 12, 15 M.S. 13.39	Kelsey Baker, County Administrator

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Swift County	Responsible Authority - Kelsey Baker County Administrator		Department/Division Human Resources	
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)
Labor relations	All data used in the negotiation process, including work papers, closed session tapes, and county proposals <i>Once presented to the bargaining table and presented to the County Board, the county proposals would become PUBLIC</i>	Private	M.S. 13.37, subd. 2 M.S. 13D.03	Kelsey Baker, County Administrator
LTD claim files	Files on claims for LTD benefits	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Medical tests (i.e., hearing, lead, respiratory)	Employee name, phone number, test results, and clinic recommendations	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Recruitment files	Information collected on current and former applicants regarding recruitment for county employment: Veteran status Test scores Rank on eligibility lists Job history Education and training Work availability <i>NAMES of applicants shall be PRIVATE except when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position - for this purpose, finalist means an individual who is selected to be interviewed by the appointing authority prior to selection</i>	Private	M.S. 13.43, subd. 2 and 4	Kelsey Baker, County Administrator
Requests for reasonable accommodation	Information regarding disability status and accommodation requested supported by health care provider, verification of disability, and need of accommodation	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator

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Swift County	Responsible Authority - Kelsey Baker County Administrator		Department/Division Human Resources	
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)
Respirator medical questionnaire	Medical data on employee to be reviewed/assessed by occupational physician for approval of wearing a respirator. Completed questionnaires forwarded to Human Resources; however, no copies are kept/maintained by HR. All questionnaires forwarded at one time to occupational physician	Private	M.S. 13.43, subd. 4	Kelsey Baker, County Administrator
Salary negotiation cal.	Used to cost negotiation packages	Private	M.S. 13.37	Kelsey Baker, County Administrator
Undercover law enforcement offices		Private	M.S. 13.43, subd. 5	Kelsey Baker, County Administrator
Unemployment claim files	Contains copies of employer responses, determination from D.E.S., social security number on employee	Private Confidential (depending on status)	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelsey Baker, County Administrator
Worker's compensation cost analysis report file	Reports from insurance carrier, monthly claims filed, social security number, nature of injury, injury date, gender, age, records of payments - current month, ytd., projected future costs	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelsey Baker, County Administrator
Worker's compensation First Report of Injury Employee statement of injury Rehabilitation progress reports	Reporting of on-the-job injury, social security number, home address, home phone, gender, birth date, marital status, treating physicians, nature of injury	Private	M.S. 13.43, subd. 4 M.S. 13.355, subd. 1	Kelsey Baker, County Administrator

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Swift County	Responsible Authority - Danielle Olson Swift County Attorney		Department/Division Information Technology	
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)
Contract bid process	Copy of bid specs and proposals returned by vendors	Private (until opened)	M.S. 13.37	Rob Lee, I.T. Director
Employee personnel data	Staff performance evaluations, training, disciplinary action, and all records not classified public under M.S. 13.43, subd. 2	Private	M.S. 13.43, subd. 4	Rob Lee, I.T. Director
Employee procedures	Procedures for handling emergency situations, including infrastructure documentation and staff contact information	Private/Confidential	M.S. 13.37 M.S. 13.43, subd. 4	Rob Lee, I.T. Director
Employee security event summary report	Report generated when an employee's computer has been infected, or a security audit has been requested	Private/Confidential	M.S. 13.37 M.S. 13.39 M.S. 13.43, subd. 4	Rob Lee, I.T. Director
Service level agreements	Agreements between departments and DoIT describing the operational responsibilities each party has for delivering basic IT support services, major systems for the lines of business in the department, service targets, escalation procedures, and contact information for key decision makers	Private/Confidential	M.S. 13.37 M.S. 13.43, subd. 4	Rob Lee, I.T. Director

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Swift County	Responsible Authority - Danielle Olson Assistant Swift County Attorney		Department/Division Law Library	
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)
Borrowing & Registration (M.S. 134.12-134.20)	Names of borrowers, materials currently on loan, includes interlibrary loans	Private	M.S. 13.40, subd. 2	Danielle Olson, County Attorney
Law Library records and files	Information on employees	Private (except those items noted in M.S. 13.43, subd. 2)	M.S. 13.43, subd. 4	Danielle Olson, County Attorney
Request forms, phone messages, notes on questions received	All information connecting patrons with materials requested or borrowed by the patron, or that connect the patron's name with a specific subject about which the patron has requested information or materials, includes information on people scheduled for legal clinics	Private	M.S. 13.40, subd. 2 (a) (1)	Danielle Olson, County Attorney
Swift County Law Library applications for after-hours access, CLE sign-in sheets, etc.	All information in applications for borrowing privileges, or program attendance sheets	Private, except name of applicant	M.S. 13.40, subd. 2 (a) (2)	Danielle Olson, County Attorney
Borrowing & registration (M.S. 134.12-134.20)	Names of borrowers, materials currently on loan, includes interlibrary loans	Private	M.S. 13.40, subd. 2	Danielle Olson, County Attorney
Fees and lost item reimbursement records	Names, addresses and amounts of outstanding obligations for material not returned, or returned as damaged, includes titles	Private	M.S. 13.40, subd. 2	Danielle Olson, County Attorney

**2017 CLASSIFICATION OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Danielle Olson Swift County Attorney		Department/Division Property Records and Taxpayer Services	
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)
Abatement applications (valuation, homestead, class, disaster credit)	To substantiate claim for tax reduction collects social security number	Private	M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Absentee ballot applications	Request for absentee ballot collects social security number	Private	M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Absentee ballots	Sealed absentee ballots	Private	M.S. 13.37, subd. 2	Kim Saterbak, County Auditor
Auctioneer license	To conduct audtions in Minnesota collects social security number	Private	M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Birth certificate and death certificate	Copies of birth and death certificates for the State of Minnesota - certified copes require tangible interest form	Private	M.S. 144.225	Kim Saterbak, County Auditor
Blind/disabled and paraplegic veterans property tax application	Name, address, ownership, and disability type; collects social security number	Private	M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Candidates filing statements	Name, address and race filed for; candidate may request to have address privae based on safety, additional paper filed lists address	Private	M.S. 2048, subd. 1c	Kim Saterbak, County Auditor
Certain Financial Account Records	Account number and/or other private information (ie; social security number) that may be contained on a check or other financial payment record	Private	13.37	Kim Saterbak, County Auditor
Drivers license reports	Daily compilations of applications from the public	Private	M.S. 13.59 M.S. 171.12, subd. 7	Kim Saterbak, County Auditor
Duplicate social security list	Names and addresses of individuals with multiple homesteads, including social security numbers	Private	M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Exempt applications	Information to document qualification for property tax exemptions, may include federal tax ID# and/or social security numbers	Private	M.S. 13.355, subd. 1	Kim Saterbak, County Auditor

**2017 CLASSIFICATION OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Danielle Olson Swift County Attorney		Department/Division Property Records and Taxpayer Services	
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)
Fireworks display permit	To conduct fireworks display collects social security number	Private	M.S. 13.355, subd. 1 M.S. 13.51	Kim Saterbak, County Auditor
Green Acre applications	Information to determine eligibility for taxation deferral program; includes names, addresses, PIN's, may include income and expense information, federal ID #'s and/or social security numbers	Private	M.S. 13.355, subd. 1 M.S. 13.51	Kim Saterbak, County Auditor
Homestead application	Request for homestead status, names, addresses, social security numbers	Private	M.S. 273.124, subd. 13 and 13c M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Liquor License Applications	To sell liquor collects social security number	Private	M.S. 13.355, subd. 1 M.S. 13.51	Kim Saterbak, County Auditor
Military discharges	Certificates of discharge from the United States service	Private (Effective 1/1/2004)	M.S. 386.20 M.S. 196.08	Kim Saterbak, County Auditor
Motor vehicle excise tax	Relating to purchaser's certificate	Private	M.S. 297B.12	Kim Saterbak, County Auditor
Motor vehicle reports	Listing of all vehicles licensed, registered, or transferred on a given day in a service center, as well as fee collected	Private	M.S. 168.346	Kim Saterbak, County Auditor
Non-intoxicating malt liquor license application	Application includes name of application, social security number and location of business, unorganized or unincorporated areas, townships	Private	M.S. 13.344, subd. 1	Kim Saterbak, County Auditor
Precious metals dealer's license applications	To buy and/or sell precious metals collects social security number	Private	M.S. 325F.733 M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Safe at Home	All real property records related to property and the individual in the program	Private	MS 13.045	Kim Saterbak, County Auditor
Tax petitions	Taxpayer protests of valuations and/or classifications of property as determined by Assessor	Private	M.S. 13.51, subd. 2	Kim Saterbak, County Auditor

**2017 CLASSIFICATION OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Danielle Olson Swift County Attorney		Department/Division Property Records and Taxpayer Services	
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)
Voter registration applications	Register to vote collects social security number	Private	M.S. 201.091 M.S. 13.355, subd. 1	Kim Saterbak, County Auditor
Voter registration lists	List of registered voters collects social security number	Private	M.S. 201.091 M.S. 13.355, subd. 1	Kim Saterbak, County Auditor

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Swift COUNTY</b>		<b>Responsible Authority John Holtz, Sheriff</b>		<b>Department/Division Sheriff</b>	
<b>Name of Form, Record, File, System or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public.)</i>	<b>Classification</b>	<b>Citation for Classification</b> <i>(Statute, Law or Rule)</i>	<b>Designee</b> <i>(Name, Title, Address)</i>	
<b>ACCIDENT REPORTS</b>	Officers report of a crash investigation required by State Law, indicating driver's names, DOB, address, passengers, cause of accident, amount of damage, injuries and drawing of accident with description	Private Confidential	MN Stat. 169.09, Subd. 9	John Holtz, Sheriff Swift County Sheriff's Office Law Enforcement Center Suite 4 301 14th Street North Benson, MN 56215	
<b>ADMISSION/RELEASE RECORDS</b>	To extent contains inmate private or confidential data	Private Confidential	MN Stat. 13.85, Subd. 2, and 3	John Holtz, Sheriff	
<b>ADULT CASE FILES</b>	Written reports of investigation or action taken by deputy; reports regarding criminal investigations and non-criminal action taken or investigated including miscellaneous reports, criminal offense reports and supporting documents	Private Confidential (depending on status and identified individual)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	John Holtz, Sheriff	
<b>ARSON REPORTS</b>	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Private Confidential	MN Stat. 13.82, Subd. 7.17 MN Stat. 299F.054	John Holtz, Sheriff	
<b>BOOKKEEPING RECORDS FOR JAIL AND CIVIL PROCESS TRANSACTIONS</b>	Records of deposit slips, transaction records within the system, prisoner and Huber transactions, billing and receipting of fees to/from other agencies and attorneys	Private as to inmate financial records	MN Stat. 13.85, Subd. 2	John Holtz, Sheriff	
<b>CHECKING ACCOUNT NUMBERS</b>		Private	MN Stat. 13.37	John Holtz, Sheriff	
<b>CHILD ABUSE INVESTIGATIONS</b>		Private Confidential	MN Stat. 13.82 Subd. 7, 8 and 9	John Holtz, Sheriff	
<b>CHILD ABUSE – MALTREATMENT OF MINORS</b>	a. Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report b. Unsubstantiated Reports	Private Confidential	MN Stat. 626.556, Subd. 7 and 11, and MN Stat. 13.82, Subd. 7, 8 and 9	John Holtz, Sheriff	
<b>COMMITMENTS: JUVENILE</b>	Order of the court showing the name of the person to be committed to custody and the location of the commitment; legal documents from sentencing court that authorizes confinement at the jail facility	Private	MN Stat. 260B.171	John Holtz, Sheriff	
<b>CRIMINAL HISTORY RECORDS</b>	Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS	Private <i>(depending on content)</i>	MN Stat. 13.87	John Holtz, Sheriff	
<b>EMPLOYEE AND VOLUNTEER DATA PERSONNEL DATA</b>	Data related to Employment, Volunteer status or applicant data	Private	MN Stat. 13.43, Subd. 3, 4 and 5	John Holtz, Sheriff	
<b>EXPUNGMENT LETTER</b>	Letter confirming receipt of expungment order	Private	MN Stat. 609A.03	John Holtz, Sheriff	
<b>FIREARM APPLICATION/PERMIT AND RELATED DATA</b>	All data related to Permits to obtain and/or carry a handgun	Private	MN Stat. 13.87, Subd. 2, MN Stat. 624.714, Subd. 14	John Holtz, Sheriff	

Swift COUNTY		Responsible Authority John Holtz, Sheriff		Department/Division Sheriff	
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, Address)</i>	
GUNSHOT AND SUSPICIOUS WOUND REPORT	Health professionals shall report gunshot and suspicious wounds they treat to the sheriff	Confidential	MN Stat. 626.53	John Holtz, Sheriff	
HUBER RELEASE RECORDS	Permission from the courts to allow for inmate work outside the jail, sign in/out sheets for control of hours worked, record of payment for this privilege and payments to the court	Private to inmate financials	MN Stat. 13.85, Subd. 2	John Holtz, Sheriff	
INCIDENT COMPLAINT LOGS (DOCKETS) INCLUDING:	<ul style="list-style-type: none"> <li>a. Chronological record of events</li> <li>b. I.D. of undercover agents, informants, victims of sexual assault or intra- familial sex abuse</li> <li>c. Arrest warrant indices until taken into custody, served or appear before court</li> <li>d. Description of stolen, lost or recovered property</li> <li>e. Program data</li> <li>f. Deliberative processes or investigative techniques, final opinion or justification</li> </ul>	Private Confidential / Private  Confidential  Confidential / Private  Confidential Confidential	MN Stat. 13.82, Subd. 7 and 17 MN Stat. 13.82, Subd. 7 and 17 MN Stat. 299C.065, Subd. 4 MN Stat. 13.82, Subd. 19 MN Stat. 13.82, Subd. 20 MN Stat. 13.82, Subd. 21 MN Stat. 13.82, Subd. 25	John Holtz, Sheriff	
INITIAL COMPLAINT REPORT	First record of all calls for service or reports of offenses received. In part not public	Private Confidential	MN Stat. 13.80 MN Stat. 13.82, Subd. 3 and 6	John Holtz, Sheriff	
INITIAL COMPLAINT REPORTS OF TRANSPORTS OF PRISONER	Documents relating to all transportations of individuals showing date, time, name of person, by whom, and to where transported	Private as to juveniles	MN Stat. 260B.171	John Holtz, Sheriff	
INMATE FINANCIAL RECORDS	Financial records of inmates	Private	MN Stat. 13.85, Subd. 2	John Holtz, Sheriff	
INMATE HISTORY CARD	Summary card showing all financial transactions involving individual inmates, filed after discharge, and kept in booking room during the incarceration	Private	MN Stat. 13.85, Subd. 2	John Holtz, Sheriff	
INMATE INCIDENT REPORTS	Jailer/Officer report giving particulars in case of accident/incident to inmate while incarcerated in the jail; also located in the daily log	Private Confidential	MN Stat. 13.85, Subd. 2 and 3	John Holtz, Sheriff	
INMATE MEDICAL RECORDS	Any and all medical activity and records involving inmates	Private	MN Stat. 13.85, Subd. 2	John Holtz, Sheriff	
INMATE VISITOR REGISTRATION LOG/JAIL VISITOR REGISTER	Sign in log stating name of visitor, relation to inmate being seen, date, time, and name of inmate seen	Private	MN Stat. 13.85, Subd. 2	John Holtz, Sheriff	
INVESTIGATIONS	<ul style="list-style-type: none"> <li>a. Active: Cases involved in an ongoing investigation</li> <li>b. Inactive: Closed cases, identities of some parties</li> </ul>	Confidential Private	MN Stat. 13.82, Subd. 7, 8 and 10 MN Stat. 13.82, Subd. 17	John Holtz, Sheriff	

Swift COUNTY		Responsible Authority John Holtz, Sheriff		Department/Division Sheriff	
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, Address)</i>	
JAILER'S DAILY ACTIVITY LOG	Documents relating to specific activities of jailers and prisoners during each jailer's shift each day; chronological record maintained by jailers in regard to daily events including security checks and routine occurrences	Private Confidential (depending on context)	MN Stat. 13.37 MN Stat. 13.85, Subd. 2 and 3	John Holtz, Sheriff	
JUVENILE CASE FILES	Data dealing with involvement of juveniles in criminal activity incidents prior to age 18; includes non-criminal activity involvement in any matter pending investigation by law enforcement	Private Confidential	MN Stat. 13.82, Subd. 17 MN Stat. 260B.171 and 260C.171	John Holtz, Sheriff	
JUVENILE DETENTION BOOK	Name, address, date of birth, offense, date of release, and date booked for all juveniles jailed or deprived of liberty	Private	MN Stat. 260B.171 MN Stat. 13.82, Subd. 2	John Holtz, Sheriff	
MALTREATMENT OF VULNERABLE ADULTS	Records created or received in conducting investigations by law enforcement Identity of reporter	Private Confidential Confidential	MN Stat. 13.82, Subd. 7, 10 and 11 MN Stat. 626.557 MN Stat. 626.557, Subd. 12b(c )	John Holtz, Sheriff	
MASTER INDEX: ADULTS	Name file entry and all incidences attached to the name	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	John Holtz, Sheriff	
MASTER INDEX: JUVENILE	Name file entry and all incidences attached to the name	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 260B.171	John Holtz, Sheriff	
NAME CHANGE DATA		Private, Confidential	MN Stat. 13.82, Subd. 12	John Holtz, Sheriff	
OFFICER INVESTIGATIVE PROGRESS REPORTS	Deliberative processes or investigative techniques, final opinion or justification. Officer's views	Confidential	MN Stat. 13.82, Subd. 25	John Holtz, Sheriff	
OPERATION IDENTIFICATION ITEMIZATION	Items marked with a selected number, location of such number, and article name, kept for any participating person	Private	MN Stat. 13.37, MN Stat. 13.82, Subd. 20	John Holtz, Sheriff	
PAWN SHOP/SCRAP DEALER CUSTOMER DATA		Private	MN Stat. 13.82, Subd. 27	John Holtz, Sheriff	
PERSON'S FINANCIAL ACCOUNT INACTIVE CASE DATA		Private	MN Stat. 13.82, Subd. 30	John Holtz, Sheriff	
PREDATORY OFFENDER REGISTRATION DATA		Private	MN Stat. 243.166	John Holtz, Sheriff	
PRISONER PROPERTY ENVELOPES		Private Confidential	MN Stat. 13.85, Subd. 2 and 3	John Holtz, Sheriff	
PROPERTY LISTS	Description of stolen, lost, or recovered property	Private	MN Stat. 13.82, Subd. 20	John Holtz, Sheriff	
RADIO/DISPATCH LOGS	Documents relating to calls taken by dispatcher and referred to a law enforcement agency	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 4, 7, 8, 9, 10 and 17	John Holtz, Sheriff	
SEALED ARREST AND CRIMINAL FILES	Court ordered sealed/expunged records	Confidential	MN Stat. 609A.03	John Holtz, Sheriff	
SHIFT ACTIVITY REPORT: SUPERVISORS	Summary of department activity occurring during a supervisor/watch commander's shift	Private Confidential (depending on context)	MN Stat. 13.82 MN Stat. 13.85	John Holtz, Sheriff	

Swift COUNTY		Responsible Authority John Holtz, Sheriff		Department/Division Sheriff	
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SQUAD CAR VIDEOS TOW SLIPS/REPORTS	Video recordings from squad cars Record of all vehicles towed by department	Private Confidential <i>(depending on content and context)</i> Private Confidential <i>(depending on context)</i>	MN Stat. 13.82 MN Stat. 13.37 MN Stat. 13.82	John Holtz, Sheriff	
VULNERABLE ADULT INVESTIGATION		Private, Confidential	MN Stat. 13.82, Subd. 7, 10, 11	John Holtz, Sheriff	
WARRANT FILES	Arrest warrant exists until taken into custody, served, or appear before court	Confidential	MN Stat. 13.82, Subd. 19	John Holtz, Sheriff	
WARRANTS FOR INTERCEPTING COMMUNICATIONS	Court warrant approving interception of wire oral communication	Confidential	MN Stat. 626A.06, Subd. 9	John Holtz, Sheriff	

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Swift County	Responsible Authority - Danielle Olson County Attorney		Department/Division Community Services Veterans Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (Federal law uses the term "confidential" in this context in the same way state law uses the term private. For this section only, those terms are synonyms.)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
<b>This inventory uses a series of form numbers for the reader's convenience. The forms are public data not on individuals that become</b>				
VA Form 4-572	Request for Change of Address/Cancellation of Direct Deposit	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 9	Appeal to Board of Veterans Appeals	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-0958	Notice of Disagreement	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 10-10 EZ	Application for Medical Benefits	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 10-10 EZR	Health Benefits Renewal Form	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 10-583	Claim for - Payment of Cost of Unauthorized Medical Service	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 10-1394	Application for Adaptive Equipment - Motor Vehicle	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-22	Appointment of Veterans Service Organization as Claimants Representative	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-121	Application for Burial Allowance and Accrued Amounts, Payable as Reimbursement	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-509	Statement of Dependency of Parents	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-526EZ	Veteran's Application for Compensation or Pension	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-530EZ	Application for Burial Benefits	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-534EZ	Application for Dependency and Indemnity Compensation or Death Pension by Surviving Spouse or Child	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-601	Application for Reimbursement for Accrued Amounts due a Deceased Beneficiary	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 29-353	Application for Reinstatement	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 29-357	Claim for Disability Insurance Benefits	Confidential	Title 38 US Code	David Barrett, VSO
VA Form 21-535	Application for Dependency and Indemnity Compensation by Parents	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-551	Application for Accrued Benefits by Veteran's Spouse, Child or Dependent Parent	Private	Title 38 US Code	David Barrett, VSO

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
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Swift County	Responsible Authority - Danielle Olson County Attorney		Department/Division Community Services Veterans Services	
Name of Form, Record, File, System, or Process	Description <i>(Purpose, what it collects, in terms understandable by general public)</i>	Classification (Federal law uses the term "confidential" in this context in the same way state law uses the term private. For this section only, those terms are synonyms.)	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
VA Form 21-609	Application for Amounts Due Estates of Persons Entitled to Benefits	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-614	Application for Accrued Amount of Veteran's Benefits payable to Widow, Widower, Child or Dependent Parents	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-651	Election of Compensation or Pension in Lieu of Retired Pay or Waiver of Retired Pay to Secure Compensation or Pension from DVA	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-674	Request for Approval of School Attendance	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-686c	Declaration of Status of Dependents	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-0304	Spina Bifida Application	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-4138	Statement in Support of Claim	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-4142	Authorization for Release of Information	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-4142a	General Release For Medical Provider Information To The Department Of Veterans Affairs (VA)	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-4183	Application for Dependency and Indemnity Compensation by Child	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-4185	Report of Income from Property or Business	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-4502	Application for Automobile or other Conveyance and Adaptive Equipment	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-8416	Request for Information Concerning Medical, Legal or Other Expenses	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-8678	Application for Annual Clothing Allowance	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-8940	Veteran's Application for Increased Compensation Based on Unemployability	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-1990	Veteran's Application for Increased Compensation Based on Unemployability	Private	Title 38 US Code	David Barrett, VSO
VA Form 22-1990t	Application and Enrollment Certification for Individualized Tutorial Assistance	Private	Title 38 US Code	David Barrett, VSO
VA Form 23-8065	Request for Issuance of Presidential Memorial Certificate	Private	Title 38 US Code	David Barrett, VSO
VA Form 22-1995	Request for Change of Program or Place of Training	Private	Title 38 US Code	David Barrett, VSO

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
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Swift County	Responsible Authority - Danielle Olson County Attorney		Department/Division Community Services Veterans Services	
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VA Form 22-5490	Application for Educational Assistance (Survivors and Dependents)	Private	Title 38 US Code	David Barrett, VSO
VA Form 26-1802a	Application for Home Loan Guaranty and Certificate of Commitment	Private	Title 38 US Code	David Barrett, VSO
VA Form 1817	Application for Determination of Basic Eligibility - Unremarried Surviving Spouse	Private	Title 38 US Code	David Barrett, VSO
VA Form 26-1880	Request for Determination of Eligibility and Available Loan Guaranty Entitlement	Private	Title 38 US Code	David Barrett, VSO
VA Form 26-6381	Application for Release from Personal Liability to the Government on a Home Loan	Private	Title 38 US Code	David Barrett, VSO
A Form 26-6382	Statement of Purchaser or Owner Assuming Seller's Loan	Private	Title 38 US Code	David Barrett, VSO
VA Form 26-8641	Application for Guaranty of Loan to Purchase Mobile Home and/or Lot	Private	Title 38 US Code	David Barrett, VSO
VA Form 28-1900	Disabled Veteran's Application for Vocational Rehabilitation	Private	Title 38 US Code	David Barrett, VSO
VA Form 28-8832	Veterans Application for Counseling	Private	Title 38 US Code	David Barrett, VSO
VA Form 29-336	Designation of Beneficiary and Optional Settlement	Private	Title 38 US Code	David Barrett, VSO
VA Form 29-352	Application for Reinstatement (Medical) (USGLI & NSLI)	Private	Title 38 US Code	David Barrett, VSO
VA Form 29-1546	Application for Cash Surrender Value	Private	Title 38 US Code	David Barrett, VSO
VA Form 29-1606	Application for Total Disability	Private	Title 38 US Code	David Barrett, VSO
VA Form 29-4125	Claim for One Sum Payment (All policy prefixes)	Private	Title 38 US Code	David Barrett, VSO
VA Form 3288	Request for and Consent to Release of Information from Claimant's Record	Private	Title 38 US Code	David Barrett, VSO
VA Form 90-2008	Application for United States Flag for Burial Purposes	Private	Title 38 US Code	David Barrett, VSO
VA Form 21-0966	Intent To File a Claim For Compensation and/or Pension, or Survivors Pension and/or DIC	Private	Title 38 US Code	David Barrett, VSO
SGLV 8713	Application for SGLI (Retired Reservists)	Private	Title 38 US Code	David Barrett, VSO
VA Form 4963	Request for Replacement of Headstone or Marker	Private	Title 38 US Code	David Barrett, VSO
MDVA 1	Application for Financial Assistance	Private	M.S. 197.603	David Barrett, VSO

**MINNESOTA GOVERNMENT DATA PRACTICES ACT  
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<b>Swift County</b>	<b>Responsible Authority - Danielle Olson County Attorney</b>		<b>Department/Division Community Services Veterans Services</b>	
<b>Name of Form, Record, File, System, or Process</b>	<b>Description (Purpose, what it collects, in terms understandable by general public)</b>	<b>Classification (Federal law uses the term "confidential" in this context in the same way state law uses the term private. For this section only, those terms are synonyms.)</b>	<b>Citation for Classification (Statute, Law, or Rule)</b>	<b>Designee (Name, Title)</b>
MDVA 1a	Application For Disaster Relief	Private	M.S. 197.603	David Barrett, VSO
MDVA 2	Application for Minnesota Veteran Education Benefit	Private	M.S. 197.603	David Barrett, VSO
MDVA 3	Application for Surviving Spouse-Dependent Education Benefit	Private	M.S. 197.603	David Barrett, VSO
MDVA 3a	Renewal Application for Surviving Spouse-Dependent Education Benefit	Private	M.S. 197.603	David Barrett, VSO
MDVA 4	Medical Report Form	Private	M.S. 197.603	David Barrett, VSO
MDVA 5	Shelter Expense Form	Private	M.S. 197.603	David Barrett, VSO
MDVA 6	Termination Of Benefits Notice	Private	M.S. 197.603	David Barrett, VSO
MDVA 7	Monthly Expense Form	Private	M.S. 197.603	David Barrett, VSO
MNSVC Form	Pre-Registration Application for Minnesota State Veterans Cemetery	Private	M.S. 197.603	David Barrett, VSO
Application for Admission to Minnesota State Veterans Homes	Application for Admission to Minnesota State Veterans Homes	Private	M.S. 197.603	David Barrett, VSO