

**MINNESOTA GOVERNMENT DATA PRACTICES ACT**  
**2013 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

<b>Kanabec County</b>	<b>Responsible Authority - Steve Schulz Kanabec County Sheriff</b>		<b>Department/Division Sheriff</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>
Accident reports	Officers report of an accident 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	M.S. 169.09, subd. 9, 13	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Arrest records (in part)		Private	M.S. 13.85, subd. 2 M.S. 13.82, subd. 2	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Adult case files	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 (in part) Confidential - when active	M.S. 13.82, subd. 7, 17	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Arson	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Private Confidential Non-public	M.S. 13.82, subd. 7, 17 M.S. 299F.055	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Bookkeeping records for jail inmates	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	M.S. 13.85, subd. 2	Steve Schulz, Sheriff Brian Smith, Chief Deputy

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Child abuse - maltreatment of minors	Substantiated reports: records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report  Unsubstantiated reports	Private Confidential	M.S. 626.556, subd. 7, 11 M.S. 13.82, subd. 7, 8, 9	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Commitments: Juvenile	Order of the court showing the name of some juveniles to be committed to custody and the location of the commitment. Legal documents from sentencing court that authorize confinement at the jail facility	Private	M.S. 260B.171	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Criminal records	Convenience copy from BCA, NCIC-FBI, or NLETS	Private (in part)	M.S. 13.87	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Firearm application/permit	All data related to applicant to obtain and/or carry a handgun	Private	M.S. 13.87, subd. 2 M.S. 624.714, subd 14	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Gunshot and suspicious wounds reports	Physicians, surgeons, hospital managers, and other health professionals shall report gunshot wounds they treat to the sheriff	Confidential	M.S. 626.53	Steve Schulz, Sheriff Brian Smith, Chief Deputy

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Huber release financial records	Inmate financial records (date current entry) 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 monies paid to the inmate financial records court by their order	Private	M.S. 13.85, subd 2	Steve Schulz, Sheriff Brian Smith, Chief Deputy
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 Confidential (in part)	M.S. 13.85, subd. 3 M.S. 260B.171	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Incident complaint logs (dockets)	I.D. of undercover agents, informants, victims of sexual assault, or intra-familial sex abuse	Private Confidential	M.S. 13.82, subd. 17 M.S. 299C.065, subd. 4	Steve Schulz, Sheriff Brian Smith, Chief Deputy
	Description of stolen, lost or recovered property	Private	M.S. 13.82, subd. 20	
	Program data	Confidential	M.S. 13.82, Subd. 21	
	Deliberative processes or investigative techniques, final opinion or justification	Confidential	M.S. 13.82, subd. 25	
Inmate financial records	Financial records of inmates	Private	M.S. 13.85, subd.2	Steve Schulz, Sheriff Brian Smith, Chief Deputy

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Inmate incident reports	Jailer/officer report giving particulars in case of accident/incident to inmate while incarcerated in the jail - such incident will also be located in the daily log	Private Confidential (in part)	M.S. 13.85, subd. 2, 3	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Inmate medical record	All medical and mental health activity involving each inmate	Private Confidential	M.S. 13.85, subd. 2, 3	Steve Schulz, Sheriff Brian Smith, Chief Deputy
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	M.S. 13.85, subd. 2	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Investigations	Active - cases involved in an ongoing investigation	Confidential (while active)	M.S. 13.82, subd. 2, 6, 7	Steve Schulz, Sheriff Brian Smith, Chief Deputy
	Inactive - identities of certain persons in closed cases concluded by prosecution, investigative conclusions, or being outdated by a certain period	Private (in part, when active)	M.S. 13.82, subd. 17	
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 (in part)	M.S. 13.85, subd. 2, 3	Steve Schulz, Sheriff Brian Smith, Chief Deputy

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Juvenile case files	All information dealing with involvement of juveniles in criminal activity incidents prior to age 18. Also includes non-criminal activity involvement in any matter pending investigation by law enforcement	Private Confidential	M.S. 13.82, subd. 2, 17 M.S. 260B.171 M.S. 260C.171	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Juvenile detention book	Lists name, address, date of birth, offense, date of release, and date booked for all juveniles jailed	Private	M.S. 260B.171	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Liquor license data	License applicant social security number	Private	M.S. 13.355	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Maltreatment of vulnerable adults	Records created or received in conducting investigations by law enforcement.  Identity of reporter	Private  Confidential	M.S. 13.82, subd. 10, 11 M.S. 626.557  M.S. 626.557 Subd. 12b (c)	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Master index - adults	Name file entry and all incidences attached to the name	Private Confidential (Dependent of why name is on file)	M.S. 13.82	Bill Hutton, Sheriff Dan Starry, Chief Deputy

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Master index - juvenile	Name file entry and all incidences attached to the name (dependent of why name is on file)	Private Confidential (Dependent of why name is on file)	M.S. 13,82 M.S. 260B.171	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Officer investigative progress reports	Deliberative processes or investigative techniques, final opinion or justification. Officer's views.	Confidential	M.S. 13.82, subd. 25	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Operation identification itemization	A list of items marked with a selected number, location of such number, and article name, kept for any participating person	Private	M.S. 13.37, subd. 1 (a) M.S. 13.82, subd. 20	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Predatory Offender Registration	Documents relating to Predatory Offender Registration (compliant, not Level III)	Private	MS 243.166	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Prisoner property envelopes showing signed release	Lists prisoner's name, date of arrest, and personal property taken from him before being put in a cell, and date and signature when items returned	Private	M.S. 13.85, subd. 2	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Property lists	Description of stolen, lost, or recovered property	Private	M.S. 13.82, subd. 20	Steve Schulz, Sheriff Brian Smith, Chief Deputy

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Radio/dispatch logs	Documents relating to calls taken by dispatcher and referred to a law enforcement agency	Private Confidential (Depending on content)	M.S. 13.82	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Shift activity report - supervisors	Summary of department activity occurring during a supervisor/watch commander's shift	Private Confidential (Depending on content)	M.S. 13.82 M.S. 13.85	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Social security	Social security number of individuals	Private	M.S. 13.355	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Warrant files	Arrest warrant exists until taken into custody, served, or appear before court	Confidential	M.S. 13.82, subd. 19	Steve Schulz, Sheriff Brian Smith, Chief Deputy
Warrants for intercepting communications	Court warrant approving interception of wire or oral communication	Confidential	M.S. 626A.06, subd. 9	Steve Schulz, Sheriff Brian Smith, Chief Deputy