

COTTONWOOD COUNTY	Responsible Authority – Kelly Thongvivong, Cottonwood County Coordinator		Department: Cottonwood County Emergency Management Office	
Name of Form, Record, File, System, or Process	(Purpose, what it collects, in terms understandable by general public)	Classification	(Statute, Law, or Rule)	Designee (Name, Title)
Volunteer/student intern records	Personnel records, including contract information, criminal history record checks, and results of drug screening	Private Accessing granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4	Kimberly Hall, Emergency Management Director
Volunteer payment voucher form	Social Security Number	Private Accessing granted only to individuals within the office whose work assignments require access.	M.S. 13.355, subd. 1	Kimberly Hall, Emergency Management Director
Adult volunteer application form	Home address, date of birth, home telephone number, background and previous experience, criminal record disclosure, sexual misconduct disclosure.	Private Accessing granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd 4	Kimberly Hall, Emergency Management Director
Reference form	Rating form and comments on characteristics	Private Accessing granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4	Kimberly Hall, Emergency Management Director
Background check report	Screening information as described by evaluator and results	Private Accessing granted only to individuals within the office whose work assignments require access.	M.S 13.43, subd 4	Kimberly Hall, Emergency Management Director

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Medical insurance/emergency contact form	Name, telephone number, allergies, medical conditions, family physician, medical insurance coverage, parent's name(s), and signature	Private Accessing granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4	Kimberly Hall, Emergency Management Director
Internal emergency management plan	Entire internal emergency management plan that includes emergency procedures, incident response team, and continuity of operations plan	Security Data (Private) Security Data (Nonpublic) Accessing granted only to individuals within the office whose work assignments require access.	M.S. 13.37 M.S. 13.37	Kimberly Hall, Emergency Management Director
Employee emergency act sheets	Emergency contact information	Private Accessing granted only to individuals within the office whose work assignments require access.	M.S. 13.43, subd. 4	Kimberly Hall, Emergency Management Director
Emergency procedures	Procedures for handling emergency situations, including infrastructure documentation and staff contact information	Private/ Confidential Accessing granted only to individuals within the office whose work assignments require access.	M.S. 13.37 M.S. 13.43 subd. 4	Kimberly Hall, Emergency Management Director
Social security number on applications, other forms	Self-explanatory	Private Accessing granted only to individuals within the office whose work assignments require access.	M.S. 13.355, subd 1	Kimberly Hall, Emergency Management Director