

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

<b>Cottonwood County</b>		<b>Responsible Authority – Jan Johnson Cottonwood County Auditor/Treasurer</b>		<b>Department/Division Accounting and Finance – Cash Management</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 M.S. 13.355 ( to the extent it reveals social security numbers of recipients)	Jan Johnson Cottonwood County Auditor/Treasurer	
Cancelled checks	Cancelled county checks	Private	M.S. 13.46	Jan Johnson Cottonwood County Auditor/Treasurer	
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 M.S. 13.355 (to the extent it identifies social service clients)	Jan Johnson Cottonwood County Auditor/Treasurer	
Payroll W-2's	Records of employee payroll deductions	Private	Social Security Act M.S. 13.43 M.S. 13.355	Diane Harder Chief Deputy Auditor/Treasurer	
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	Diane Harder Chief Deputy Auditor/Treasurer	
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 M.S. 13.355	Diane Harder Chief Deputy Auditor/Treasurer	
Payroll – bi-monthly checks and timesheets	Records of bi-weekly employee payroll deduction and contribution amounts	Private	M.S. 13.43, subd. 4	Diane Harder Chief Deputy Auditor/Treasurer	
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)	Diane Harder Chief Deputy Auditor/Treasurer	
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	Diane Harder Chief Deputy Auditor/Treasurer	
Sick and vacation leaves	Employee leaves, reason for sick leave use	Private	M.S. 13.43, subd. 4	Diane Harder Chief Deputy Auditor/Treasurer	

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Absentee ballot applications	Request for absentee ballot; information provided by voters to request an absentee ballot including name, address, date of birth, driver's license number, and/or last four numbers of social security number	Public Private	M.S. 13.03, subd. 1	Brenda L. Anderson Deputy Auditor/Treasurer
Absentee ballots	Sealed absentee ballots	Private	M.S. 13.37, subd. 2	Brenda L. Anderson Deputy Auditor/Treasurer
Auctioneer license	Application includes name, age, and address of auctioneer	Private Confidential	M.S. 13.03, subd. 1 M.S. 13.41, subd. 2, 4, 5	Brenda L. Anderson Deputy Auditor/Treasurer
Candidates filing statements	Name, address, and race filed for; candidate may request to have address private based on safety, additional paper filed lists address	Private	M.S. 204B, subd. 1c	Brenda L. Anderson Deputy Auditor/Treasurer
County Attorney and County Sheriff candidate licenses	Copy of candidate's license required when filing for office	Private	M.S. 13.03, subd. 1	Brenda L. Anderson Deputy Auditor/Treasurer
Fireworks display permit	Requires bond; collects date of birth, name, address, for townships	Private	M.S. 13.03, subd. 1	Diane Harder Chief Deputy Auditor/Treasurer
Liquor License applications	Liquor licenses for townships, includes social security number	Private	M.S. 13.03, subd. 1; M.S. 13.41, subd. 5	Diane Harder Chief Deputy Auditor/Treasurer
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. 13.03, subd. 1; M.S. 13.41, subd. 5	Diane Harder Chief Deputy Auditor/Treasurer
Voter registration applications	Information provided by voters to register including name, address, date of birth, driver's license number, and/or last four numbers of social security number	Private	M.S. 201.091	Brenda L. Anderson Deputy Auditor/Treasurer
Voter registration lists	List of registered voters (contains date of birth)	Private	M.S. 201.091	Brenda L. Anderson Deputy Auditor/Treasurer
Abatement applications (valuation, homestead, class, disaster credit)	Name, address, social security numbers, phone numbers, and other information to substantiate claim for tax reduction	Private	M.S. 13.355	Jan Johnson Cottonwood County Auditor/Treasurer
Duplicate social security list	Names and addresses of individuals with multiple homesteads, including social security numbers	Private	M.S. 13.355, subd. 1	Jan Johnson Cottonwood County Auditor/Treasurer

Access to private and confidential files will be granted only to individuals within the office whose work assignments require access.

This document is a public record pursuant to Minnesota Statute 13.05