

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

Brown County	Responsible Authority - Charles Hanson Brown County Attorney		Department/Division Information Technology	
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)
Contract bid process	Copy of bid specs and proposals returned by vendors	Private (until opened)	M.S. 13.37	Richard Meyer, IT 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	Richard Meyer, IT 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	Richard Meyer- IT Director, Brandon Wertz and Stephen Cody, Network Administrators

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Employee security event summary report	Report generated when an employee's computer has been infected, or a security audit has be requested	Private/Confidential	M.S. 13.37 M.S. 13.39 M.S. 13.43, subd. 4	Laurie Evans, Interim IT Director and Data & Applications Manager Julie Isker, Infrastructure Manager Patrick Gangl, Customer Relations Manager Corey Peterson, Operations Manager
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	Laurie Evans, Interim IT Director and Data & Applications Manager Julie Isker, Infrastructure Manager Patrick Gangl, Customer Relations Manager Corey Peterson, Operations Manager