

MINNESOTA GOVERNMENT DATA PRACTICES ACT  
2017 INVENTORY OF PUBLIC DATA

Brown County	Responsible Authority – Karen Moritz Brown County Public Health Director		Department/Division Public Health – Record Retention	
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)
<b>Administrative: Advisory Committee Meetings</b>	Committees including, but not limited to public health advisory, taskforces, citizen advisory, commissions and other board related groups maintained by the department. Note-these groups are advisory and not decision making.	Public		Karen Moritz, Director
<b>Administrative: Assessment and Planning Documents</b>	May include, but is not limited to the organizational strategic plan, the community health assessment and the community health improvement plan.	Public		Karen Moritz, Director
<b>Administrative: Authorizations</b>	Documentation that includes, but is not limited to physician standing orders, vaccine protocols, Clinical Laboratory Improvements Amendments (CLIA) certificates.	Public		Karen Moritz, Director
<b>Administrative: Community Health Board Agenda and Meeting Minutes</b>	Official community health board meetings. These are official business documents including agendas and meeting minutes.	Public		Karen Moritz, Director
<b>Administrative: Community Health Services Reports</b>	Includes, but are not limited to annual reports, data to support the annual reports, assessment and planning reports, surveillance data and Medicare cost report.	Public		Karen Moritz, Director
<b>Administrative: Contracts and Grant Agreements</b>	Original, signed contracts, agreements, leases, and supporting documentation	Public		Karen Moritz, Director

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<b>Administrative: General Department Office Meetings</b>	Includes but not limited to meeting agendas and minutes of staff meetings, internal committees, internal task forces and other organizational meetings.	Public		Karen Moritz, Director
<b>Administrative: General Operations</b>	Budget, accounts payable, accounts receivable and billing claims.	Public		Karen Moritz, Director
<b>Administrative: Inventory of Physical Environment</b>	Includes but is not limited to physical assets such as desks, chairs, computers, telephones, bookshelves, vehicles, and WIC equipment lists.	Public		Karen Moritz, Director
<b>Administrative: Management Records (for example child health screenings, immunizations)</b>	Includes, but not limited to appointment schedules used for various programs, case management reports, clinical record reviews. These are records that are not specific to an individual client and would not be retained as a part of a client record.	Public		Karen Moritz, Director
<b>Administrative: Public Health Policies and Procedures</b>	Documentation of policies and procedures related to public health.	Public		Karen Moritz, Director
<b>Administrative: Vaccine/Medication Management Records</b>	Includes but not limited to IPI visit documentation, refrigerator temperature logs, MnVFC records, hazardous waste disposal records and syringe/needle inventory.	Public		Karen Moritz, Director
<b>Emergency Medical Services:</b>	General service statistics monitoring emergency medical services and data on services provided throughout the County, minutes from task force meetings.	Public		Karen Moritz, Director
<b>Emergency Preparedness: Incident Response</b>	Plans and documentation relating to and resulting from responses (both exercises and real events) to public health incidents and emergencies, including After Action Reports.	Public		Karen Moritz, Director
<b>Emergency Preparedness: Plans</b>	Plans and documentation relating to the preparation for public health emergencies, such as pandemic disease also including emergency preparedness stockpile/cache.	Public		Karen Moritz, Director

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