

TIES Data Inventory

Legend: ADM (Administration); BLD (Building); FIN (Finance); HSF (Health & Safety); PAY (Payroll); Personnel (PER); TRN (Transportation)

SECTION: ADMINISTRATION				
Item	Name of Record, File, Process, Form or Data Type	Description	Data Practices Classifications/Statute	Employee Work Access
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication,	Public	
ADM00200	Election Records	Ballots, Notices, Notifications,	Public	
ADM00300	Annual Reports to Executive Committee	Reports Generated (PER, Accountability Reports, formal Annual Report)	Public MS 120.B11	
ADM00400	Authority to Dispose of Records	Application for Authority to Dispose of Records form	Public/Private-Nonpublic MS 13.43, MS 13.32, MS 13.39	Department, Data and Product Managers
ADM00900	Correspondence/ Administrative	Executive Director Unless Otherwise Specifically Addressed Elsewhere in Records Retention Schedule	Public/Private-Nonpublic MS13.32, MS 13.43	Executive/Admin Assistants and persons in other agencies working under contract with TIES providing the services of a confidential employee, may see this data
ADM01000	Court Case/Trial information	Litigation Correspondence	Public/Private-Nonpublic MS13.32, MS 13.43, MS 13.90	TIES employees who collect, gather, organize, analyze or distribute this data are allowed to access it in the course of their duties related to the investigation
ADM1010	Court orders		Public/Private-Nonpublic MS13.32, MS13.43	TIES employees who collect, gather, organize, analyze or distribute this data are allowed to access it in the course of their duties related to the investigation
ADM01100	Grant Applications	Successful Applications	Public 20 USC 123f(a)	
ADM01110	Grant Applications	Unsuccessful Applications	Public	
ADM01200	In-service Workshops	Attendance Records, Agenda and Materials (Employee Right to Know,	Public	
ADM01300	Inter District Cooperative Agreements	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by	Public	
ADM01400	Minutes	Executive Committee Minutes	Public	
ADM01410	Minutes	Officially Designated Committees	Public	
ADM01420	Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 01410	Public	

TIES Data Inventory

Legend: ADM (Administration); BLD (Building); FIN (Finance); HSF (Health & Safety); PAY (Payroll); PERSONNEL (PER); TRN (Transportation)

ADM 01430	Minutes - Tape Recordings	Executive Committee Minutes Only	Public	
ADM01440	Executive Committee Policies		Public	
ADM01600	Newsletters and Publications		Public	
ADM01900	Video Tapes	Building Security	Private-Nonpublic/Public MS13.32, MS13.43	TIES employees who collect, gather, organize, analyze or distribute this data are allowed to access it in the course of
ADM02000	E-Mail and other electronic communications		Private-Nonpublic/Public MS 13.32 , MS 13.43	Executive/Admin Assistants, computer/technical staff, and persons in other agencies working under contract with TIES providing the services of a confidential employee may see this data

SECTION: BUILDING				
Item	Name of Record, File, Process, Form or Data Type	Description	Data Practices Classifications/Statute	Employee Work Access
BLD00100	Accident/Damage Records	Property - Related	Public	
BLD00200	Building Maintenance Records		Public	
BLD00300	Building Permits	Applications (initial/interim), Inspection	Public	
BLD00400	Building Program Records	Current and Projected Needs. Review	Public	
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building	Public	
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, Inventory and Depreciation	Public	

TIES Data Inventory

Legend: ADM (Administration); BLD (Building); FIN (Finance); HSF (Health & Safety); PAY (Payroll); Personnel (PER); TRN (Transportation)

SECTION: FINANCE				
Item	Name of Record, File, Process, Form or Data Type	Description	Data Practices Classifications/Statute	Employee Work Access
FIN00100	Abstracts/Deeds/Title Papers/Mortgages	See Buildings (See BLD00500)		
FINS00200	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase Orders, Acknowledgments/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers, 1099	Public/Private-Nonpublic MS 13.43	Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in
FIN00210	W-9 Form		Public/Private-Nonpublic MS 13.43	Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in
FIN00300	Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Public	
FIN00305	Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Public	
FIN00310	Year-End Financial Reports	UFARS Revenue and Expenditure	Public	
FIN00315	Year-End Financial Reports	Special Funded Projects Report	Public	
FIN00325	Year-End Financial Reports	Includes: Clerks and Treasurer's Reports Register of Receipts & Disbursements, Treasurer's Annual Report, Treasurer's	Public	
FIN00330	Year-End Financial Reports	Accounts Receivable Numbered Receipts, Accounts Receivable Invoices,	Public	
FIN00335	Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance	Public	
FIN00400	Audit Reports		Public	

TIES Data Inventory

Legend: ADM (Administration); BLD (Building); FIN (Finance); HSF (Health & Safety); PAY (Payroll); Personnel (PER); TRN (Transportation)

FIN00500	Bank Statements/ Reconciliations	Checks, Canceled Returned or Voided	Public/Private-Nonpublic MS 13.43	Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in
FIN00510	Bank Statements/ Reconciliations	Statement of Pledged Securities	Public	
FIN00600	Bonds and Coupons	Bond Ledgers/Registers	Public	
FIN00700	Bond Issues - Official Statements	Enabling Documentation	Public	
FIN00800	Building and Land Contracts	See Buildings (See BLD00500)		
FIN00900	County Auditor Statements	Tax Settlement Report and Taxes	Public	
FIN01100	Insurance Documents	Fidelity/Surety Bonds	Public	
FIN01110	Insurance Documents	Insurance Bids, Health, Dental, Life etc. (Accepted and Rejected)	Public	
FIN01120	Insurance Policies	Health, Property, Liability, etc., Policies, Amendments and Waivers	Public	
FIN01200	Inventory	Year End Inventory List, Warehouse Listing, Library Holdings	Public	
FIN01300	Lease/Agreements		Public	
FIN01400	Levies		Public	
FIN01500	Property Appraisals		Public	
FIN01600	Sealed Bids	Successful and Unsuccessful	Public	
FIN01700	Quotes	Successful and Unsuccessful	Public MS 471.345	
FIN 02000	Transportation Contracts	With Independent Contractors	Public	

SECTION: HEALTH & SAFETY

Item	Name of Record, File, Process, Form or Data Type	Description	Data Practices Classifications/Statute	Employee Work Access
------	---	-------------	---	----------------------

TIES Data Inventory

Legend: ADM (Administration); BLD (Building); FIN (Finance); HSF (Health & Safety); PAY (Payroll); Personnel (PER); TRN (Transportation)

HSF00100	Infectious Disease and Occupational Exposure Files	Files on each Employee Dealing with Safety and Training on Diseases such as Hepatitis and Aids. Retain in Employee's Medical File.	Public/Private-Nonpublic MS 13.43	Human Resources, Sr. Building Engineer and persons in other agencies working under contract with TIES providing Health&Safety services, may see this data
HSF00200	OSHA - Citations of Penalty	Notifications of Violations	Public/Private-Nonpublic MS 13.43	Human Resources, Sr. Building Engineer and persons in other agencies working under contract with TIES providing Health&Safety services, may see this data
HSF00300	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	Public/Private-Nonpublic MS 13.43	Human Resources, Sr. Building Engineer and persons in other agencies working under contract with TIES providing Health&Safety services, may see this data
HSF00400	OSHA - Employee Exposure Records	Any Information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents	Public/Private-Nonpublic MS 13.43	Human Resources, Sr. Building Engineer and persons in other agencies working under contract with TIES providing Health&Safety services, may see this data
HSF00500	Safety Committee Agendas and Minutes		Public	
HSF00600	Training Records - Right to know		Public	

SECTION: PAYROLL

Item	Name of Record, File, Process, Form or Data Type	Description	Data Practices Classifications/Statute	Employee Work Access
PAY00100	Cafeteria Plan Records		Public/Private-Nonpublic MS 13.43	Human Resource/Payroll and Finance staff as needed basis.

TIES Data Inventory

Legend: ADM (Administration); BLD (Building); FIN (Finance); HSF (Health & Safety); PAY (Payroll); Personnel (PER); TRN (Transportation)

PAY00300	Check Requests for Manual Checks	Lost or Missing Check Replacement, etc.	Public/Private-Nonpublic MS 13.43		Human Resource/Payroll and Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in as a confidential employee in finance area, may see this
PAY00500	Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy, and Related	Public/Private-Nonpublic MS 13.43		Human Resource/Payroll and Finance staff as needed basis.
PAY00700	Payroll Register	Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	Public/Private-Nonpublic 13.43	MS	Human Resource/Payroll and Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in as a confidential employee in finance area, may see this
PAY0800	PERA Eligibility Sheets and Reports		Public/Private-Nonpublic 13.43	MS	Human Resource/Payroll and Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in as a confidential employee in finance area, may see this
PAY0900	Prior Year's Quarterly FICA		Public/Private-Nonpublic MS 13.43		Human Resource/Payroll and Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in as a confidential employee in finance area, may see this

TIES Data Inventory

Legend: ADM (Administration); BLD (Building); FIN (Finance); HSF (Health & Safety); PAY (Payroll); Personnel (PER); TRN (Transportation)

PAY01000	Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	Public/Private-Nonpublic MS 13.43	Human Resource/Payroll and Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in financial area
PAY01100	Salary Deduction		Public/Private-Nonpublic MS 13.43	Human Resource/Payroll and Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in financial area
PAY01200	Voluntary Withholding	Requests for Withholding (United Way, Savings Bonds, etc.)	Public/Private-Nonpublic MS 13.43	Human Resource/Payroll and Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in as a confidential
PAY01300	Stop Payment Orders and Bonds		Public/Private-Nonpublic MS 13.43	Human Resource/Payroll and Finance staff as needed basis.
PAY01400	Tax Reports	Federal, Minnesota and Other States	Public/Private-Nonpublic 13.43	MS Human Resource/Payroll and Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in financial area
PAY01500	Tax Sheltered Annuity - Contracts		Public/Private-Nonpublic MS 13.43 29 CFR §1627.3(b)(2)	Human Resource/Payroll and Finance staff as needed basis.

TIES Data Inventory

Legend: ADM (Administration); BLD (Building); FIN (Finance); HSF (Health & Safety); PAY (Payroll); Personnel (PER); TRN (Transportation)

PAY01600	Tax Sheltered Annuity - Authorization	457 and 403(B) Plans	Public/Private-Nonpublic MS 13.43	Human Resource/Payroll and Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in as a confidential
PAY01700	Time Sheets		Public/Private-Nonpublic MS 13.43	Human Resource/Payroll and computer/technical staff working on projects involving financial functions of TIES may see this data. Supervisors and managers of positions may also see this
PAY01800	TRA/PERA - Retirement Remittance Report	Monthly and Annual Reports	Public/Private-Nonpublic MS 13.43/354.52	Human Resource/Payroll and Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in financial area
PAY02000	W-2 Statements (Employer's Copy)		Public/Private-Nonpublic MS 13.43	Human Resource/Payroll and Finance staff, and computer/technical staff working on projects involving financial functions of TIES may see this data and persons in other agencies contract with TIES providing service in financial area
PAY02100	W-4 Statements		Public/Private-Nonpublic MS 13.43	Human Resource/Payroll and Finance staff as needed basis.

SECTION: PERSONNEL

Item	Name of Record, File, Process, Form or Data Type	Description	Data Practices Classifications/Statute	Employee Work Access
------	--	-------------	--	----------------------

TIES Data Inventory

Legend: ADM (Administration); BLD (Building); FIN (Finance); HSF (Health & Safety); PAY (Payroll); Personnel (PER); TRN (Transportation)

PER00100	Employee Medical Records	Any information Concerning the Health Status of an Employee which is Made or Maintained by A Physician, Nurse or Other Health Care Personnel, or Technician Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical	Private-Nonpublic MS 13.384 MS 13.43	Human Resource staff
PER00120	Request for Leave	Requests for Leave (Vacation, Sick, Personal)	Public/Private-Nonpublic 13.43 MS	Human Resources/Payroll and supervisors or managers of the position
PER00200	Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Exective Committee Approved Leaves	Public/Private-Nonpublic MS 13.43	Human Resources/Payroll or computer/techncial staff working on projects involving financial functions of TIES may see this data
PER00210	Discrimination Claim Records	Sexual Harassment and Discrimination	Public/Private-Nonpublic Confidential MS 13.43, MS 13.39	TIES employees who collect, gather, organize, analyze or distribute this data are allowed to access it in the course of their duties related to the claim
PER0220	First Report of Injury		Private-Nonpublic MS 13.43, MS 176.231 MS 176.151	Human Resources or staff of another agency with which TIES contracts to provide the services of a confidential employee may also see data
PER00300	Applications for Employment/Resume/ Interview Documents	Not Hired. Any and all employment records, including but not limited to , application forms, resumes, cover letters, interview notes, interview questions and answers job inquiries,	Public/Private-Nonpublic MS 13.43, 29 CFR 1602.14(a), 29 CFR 1602.40, 29 CFR 1627.3(b)(1), Minn. Rules 5000.225	Admin Assistants, on a as needed basis as part of a specific work assignment, and supervisors and managers of the position and other persons involved in the hiring process may see this information
PER00310	Applications for Employment/Resume/and Supporting Documentation	Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquires, rejection letter and other	Public/Private-Nonpublic MS 13.43 29 CFR, 1602.14(1), 29 CFR 1602.40, 29 CFR 1627.3(b)(1), Minn. Rules 5000.225	Admin Assistants, on a as needed basis as part of a specific work assignment, and supervisors and managers of the position and other persons involved in the hiring process may see this information
PER00500	Contracts and Assignments		Public	

TIES Data Inventory

Legend: ADM (Administration); BLD (Building); FIN (Finance); HSF (Health & Safety); PAY (Payroll); Personnel (PER); TRN (Transportation)

PER00700	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)		Public 1602.39	29 CFR	
PER01000	Insurance: Group Master Policies, Contracts and Agreements		Public		
PER01100	Insurance: Reports	Insurance Census, Premium Reports, Etc.	Public/Private-Nonpublic MS 13.43		Human Resource and persons in other agencies contract with TIES providing financial service, may see this data
PER01300	Insurance Records: Enrollment Cards		Public/Private-Nonpublic MS 13.43		Human Resource and persons in other agencies contract with TIES providing service in benefits area, may see this data
PER01400	Insurance Records: Employee On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Surviving Spouse, Terminated	Public/Private-Nonpublic MS 13.43		Human Resource/Payroll and persons in other agencies contract with TIES providing service in benefits area, may
PER02000	Long Term Disability Claims/Awards		Public/Private-Nonpublic MS 13.43		Human Resource/Payroll and persons in other agencies contract with TIES providing service in benefits area, may
PER02100	Job Descriptions		Public		
PER02400	Pay Equity: Classification Studies and Working Papers		Public		
PER02500	Pay Equity: Summary		Public		
PER02700	Personnel Files - Individual	Citations, Personal History, References, and Letters of Appointment/Promotion, Performance /Termination/Resignation, I-9 forms, Evaluations, deficiency docs, direction & correction, reprimand,	Public/Private-Nonpublic MS 13.43		Human Resource staff. Supervisors or managers of the position may also see this data
PER02702	Employee's Response Letter to Any Document in Personnel File		Private-Nonpublic MS 13.43	MS122A.40, Subd.19	Human Resource staff. Supervisors or managers of the position may also see this data

TIES Data Inventory

Legend: ADM (Administration); BLD (Building); FIN (Finance); HSF (Health & Safety); PAY (Payroll); Personnel (PER); TRN (Transportation)

PER02800	Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each Position, Advertising	Public/Private-Nonpublic MS 13.43	Admin Assistants, and supervisors and managers of the position and other persons involved in the hiring process may see this information
PER03000	Unemployment Claims/Compensation	Claims for Unemployment	Public/Private-Nonpublic MS 13.43	Human Resource/Payroll and Finance staff as needed basis.
PER03100	Worker's Compensation - Claims	Injury Reports and Correspondence Dealing With injuries	Private-Nonpublic MS 13.43, MS 176.231	Human Resource/Payroll and Finance staff as needed basis.
PER03200	Worker's Compensation	Claims Summary, Summary information From Carrier	Public/Private-Nonpublic MS 13.43, MS 176.131	Human Resource/Payroll and Finance staff as needed basis.

SECTION: TRANSPORTATION

Item	Name of Record, File, Process, Form or Data Type	Description	Data Practices Classifications/Statute	Employee Work Access
TRN00200	Contractor Correspondence/Reporting		Public	
TRN00300	Contracts With Independent Contractors		Public	
TRN00800	Transportation Mileage Records		Public	

