

**MINNESOTA GOVERNEMENT DATA PRACTICES ACT  
2018 CLASSIFICATION OF DATA**

**Lyon County Sheriff's Office  
Responsible Authority Sheriff Mark Mather**

<b>Name of Form, Record, File, System or Process</b>	<b>Description</b> <i>(Purpose, what it collects, in terms understandable by general public.)</i>	<b>Classification</b>	<b>Citation for Classification</b> <i>(Statute, Law or Rule)</i>	<b>Designee</b> <i>(Name, Title, Address)</i>
<b>1. CRASH REPORTS</b>	Officers report of a crash investigation required by State Law, indicating driver's names, DOB, address, passengers, cause of accident, amount of damage, injuries and drawing of accident with description	Private Confidential	MN Stat. 169.09, Subd. 9	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>2. ADMISSION/RELEASE RECORDS</b>	To extent contains inmate private or confidential data	Private Confidential	MN Stat. 13.85, Subd. 2, and 3	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>3. ADULT CASE FILES</b>	Written reports of investigation or action taken by deputy; reports regarding criminal investigations and non-criminal action taken or investigated including miscellaneous reports, criminal offense reports and supporting documents	Private Confidential (depending on status and identified individual)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258

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<b>4. ARSON REPORTS</b>	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Private Confidential	MN Stat. 13.82, Subd. 7.17 MN Stat. 299F.054	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>5. BOOKKEEPING RECORDS FOR JAIL AND CIVIL PROCESS TRANSACTIONS</b>	Records of deposit slips, transaction records within the system, transactions, billing and receipting of fees to/from other agencies and attorneys	Private as to inmate financial records	MN Stat. 13.85, Subd. 2	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>6. CHECKING ACCOUNT NUMBERS</b>		Private	MN Stat. 13.37	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258

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<b>7. CHILD ABUSE INVESTIGATIONS</b>		Private Confidential	MN Stat. 13.82 Subd. 7, 8 and 9	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>8. CHILD ABUSE – MALTREATMENT OF MINORS</b>	<p>a. Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report</p> <p>b. Unsubstantiated Reports</p>	Private Confidential	MN Stat. 626.556, Subd. 7 and 11, and MN Stat. 13.82, Subd. 7, 8 and 9	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>9. COMMITMENTS: JUVENILE</b>	Order of the court showing the name of the person to be committed to custody and the location of the commitment; legal documents from sentencing court that authorizes confinement at the jail facility	Private	MN Stat. 260B.171	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258

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<b>10. CRIMINAL HISTORY RECORDS</b>	Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS	Private <i>(depending on content)</i>	MN Stat. 13.87	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>11. EMPLOYEE AND VOLUNTEER DATA PERSONNEL DATA</b>	Data related to Employment, Volunteer status or applicant data	Private	MN Stat. 13.43, Subd. 3, 4 and 5	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>12. EXPUNGMENT LETTER</b>	Letter confirming receipt of expungement order.	Private	MN Stat. 609A.03	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>13. FIREARM APPLICATION/PERMIT AND RELATED DATA</b>	All data related to Permits to obtain and/or carry a handgun	Private	MN Stat. 13.87, Subd. 2, MN Stat. 624.714, Subd. 14	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258

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<b>14. GUNSHOT AND SUSPICIOUS WOUND REPORT</b>	Health professionals shall report gunshot and suspicious wounds they treat to the sheriff	Confidential	MN Stat. 626.53	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>15. HUBER/ WORK RELEASE RECORDS</b>	Permission from the courts to allow for inmate work outside the jail, sign in/out sheets for control of hours worked, record of payment for this privilege and payments to the court	Private to inmate financials	MN Stat. 13.85, Subd. 2	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>16. INITIAL COMPLAINT REPORT</b>	First record of all calls for service or reports of offenses received. In part not public	Private Confidential	MN Stat. 13.80 MN Stat. 13.82, Subd. 3 and 6	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258

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<b>17. INITIAL COMPLAINT REPORTS OF TRANSPORTS OF PRISONER</b>	Documents relating to all transportations of individuals showing date, time, name of person, by whom, and to where transported	Private as to juveniles	MN Stat. 260B.171	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>18. INMATE FINANCIAL RECORDS</b>	Financial records of inmates	Private	MN Stat. 13.85, Subd. 2	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>19. INMATE INCIDENT REPORTS</b>	Jailer/Officer report giving particulars in case of accident/incident to inmate while incarcerated in the jail; also located in the daily log	Private Confidential	MN Stat. 13.85, Subd. 2 and 3	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>20. INMATE MEDICAL RECORDS</b>	Any and all medical activity and records involving inmates	Private	MN Stat. 13.85, Subd. 2	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258

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<b>21. INMATE VISITOR REGISTRATION LOG/JAIL VISITOR REGISTER</b>	Sign in log stating name of visitor, relation to inmate being seen, date, time, and name of inmate seen	Private	MN Stat. 13.85, Subd. 2	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>22. INVESTIGATIONS</b>	<p>a. Active: Cases involved in an ongoing investigation</p> <p>b. Inactive: Closed cases, identities of some parties</p>	<p>Confidential</p> <p>Private</p>	<p>MN Stat. 13.82, Subd. 7, 8 and 10</p> <p>MN Stat. 13.82, Subd. 17</p>	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>23. JAILER'S ACTIVITY LOGs</b>	Documents relating to specific activities of jailers and prisoners during each jailer's shift each day; chronological record maintained by jailers in regard to daily events including security checks and routine occurrences	Private Confidential (depending on context)	MN Stat. 13.37 MN Stat. 13.85, Subd. 2 and 3	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258

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<b>24. JUVENILE CASE FILES</b>	Data dealing with involvement of juveniles in criminal activity incidents prior to age 18; includes non-criminal activity involvement in any matter pending investigation by law enforcement.	Private Confidential	MN Stat. 13.82, Subd. 17 MN Stat. 260B.171 and 260C.171	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>25. JUVENILE DETENTION RECORDS</b>	Name, address, date of birth, offense, date of release, and date booked for all juveniles jailed or deprived of liberty	Private	MN Stat. 260B.171 MN Stat. 13.82, Subd. 2	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>26. LIQUOR LICENSE DATA</b>	Licensee social security number	Private	MN Stat 13.55	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>27. MASTER INDEX: ADULTS</b>	Name file entry and all incidences attached to the name	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258



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<b>28. MASTER INDEX: JUVENILE</b>	Name file entry and all incidences attached to the name	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 260B.171	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>29. MALTREATMENT OF VULNERABLE ADULTS</b>	Records created or received in conducting investigations by law enforcement  Identity of reporter	Private Confidential  Confidential	MN Stat. 13.82, Subd. 7, 10 and 11 MN Stat. 626.557  MN Stat. 626.557, Subd. 12b(c)	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>30. PREDATORY OFFENDER REGISTRATION DATA</b>		Private	MN Stat. 243.166	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>31. PRISONER PROPERTY RECORDS</b>		Private Confidential	MN Stat. 13.85, Subd. 2 and 3	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258

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<b>32. PROPERTY LISTS/INFORMATION</b>	Description of stolen, lost, or recovered property	Private	MN Stat. 13.82, Subd. 20	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>33. RADIO/DISPATCH LOGS and RECORDS</b>	Documents relating to calls taken by dispatcher and referred to a law enforcement agency	Private Confidential (depending on context)	MN Stat. 13.82, Subd. 4, 7, 8, 9, 10 and 17	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>34. SEALED ARREST AND CRIMINAL FILES</b>	Court ordered sealed/expunged records	Confidential	MN Stat. 609A.03	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>35. SOCIAL SECURITY NUMBERS</b>		Private	MN Stat. 13.355	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>36. SQUAD CAR VIDEOS</b>	Video recordings from squad cars	Public Private Confidential <i>(depending on content and context)</i>	MN Stat. 13.82 MN Stat. 13.37	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258

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<b>37. VULNERABLE ADULT INVESTIGATION</b>		Private, Confidential	MN Stat. 13.82, Subd. 7, 10, 11	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258
<b>38. WARRANT FILES</b>	Arrest warrant exists until taken into custody, served, or appear before court	Confidential	MN Stat. 13.82, Subd. 19	Mark Mather, Sheriff Lyon County 611 W. Main St PO Box 28 Marshall, MN 56258