



State of Minnesota • Department of Public Safety

Bureau of Criminal Apprehension

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# BCA Data Access Policy & Inventory

July 2024

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## Purpose Statement

This policy is intended to satisfy the BCA's obligations under Minn. Stat. § 13.025 and 13.03, including the requirement to prepare the following: (1) a written data access policy for public data, (2) a written policy of the rights of data subjects and the procedures for access by the data subject to public or private data on individuals, and (3) a data inventory.

## BCA Data Practices Contacts

For fastest service, please email your request to the BCA at [bca.datapractices@state.mn.us](mailto:bca.datapractices@state.mn.us)

You may also bring or mail your request to the BCA Data Practices Designee.

### **Data Practices Designee**

Drew Evans  
Minnesota Bureau of Criminal Apprehension  
1430 Maryland Avenue East  
Saint Paul, Minnesota 55106

You may also bring or mail your request to the BCA Responsible Authority.

### **Responsible Authority**

Commissioner Bob Jacobson  
Minnesota Department of Public Safety  
445 Minnesota Street, Suite 1000  
Saint Paul, Minnesota 55101

To seek resolution of an issue related to a data request, please contact the BCA Data Practices Compliance Official.

### **Data Practices Compliance Official**

Kim Parker  
Minnesota Department of Public Safety  
445 Minnesota Street, Suite 1000  
Saint Paul, Minnesota 55101

## Accessing Data

The Minnesota Government Data Practices Act governs access to data held by government entities, including the BCA. This guide uses a question and answer format to explain your rights to public data and data about yourself or others.

### What data does the BCA have?

The BCA has a variety of data. Most of the data held by the BCA is “data on individuals,” including investigative files, criminal history records, or laboratory test results. “Data on individuals” means data in which any individual is or can be identified as the subject of the data.<sup>1</sup> All other government data are called “data not on individuals.” “Data not on individuals” means all government data that are not data on individuals.<sup>2</sup> An example of “data not on individuals” includes contracts for services. Data are presumed to be public unless a federal or state law provides that the data are private or confidential.<sup>3</sup>

A detailed inventory of BCA data is included within this document and can be found [here](#).

### What are my rights to data held by the BCA?

**Public data** are available to anyone who asks. A person is permitted to inspect and copy public government data at reasonable times and places.

**Private data** are available only to the subject of the data, to someone who has the data subject’s permission to see the data, to staff at the BCA who need access to the data to do their work, and to others specifically authorized by law. You may request to inspect or obtain copies of data about yourself that are classified as private.

**Confidential data** are not available to the individual who is the subject of the data. Confidential data are accessible only to staff at the BCA who need access to the data to do their work and to others specifically authorized by law. If the BCA keeps confidential data about you, you are entitled to know only that confidential data exists.

### How do I request public data?

First, complete the form “[Request for Public Government Data](#)”<sup>4</sup> found on the BCA website or in person. Then, submit the completed form to the BCA by email, mail or in person.

You may request to inspect the data, or you may ask for copies of the data.

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<sup>1</sup> [Minn. Stat. § 13.02, subd. 5.](#)

<sup>2</sup> [/d. at subd. 4.](#)

<sup>3</sup> [Minn. Stat. § 13.03, subd. 1.](#)

<sup>4</sup> <https://dps.mn.gov/divisions/bca/Documents/Request-for-Public-Government-Data.pdf>

## How much time will it take the BCA to respond to my request?

The BCA will respond to your request in a reasonable amount of time that is appropriate and prompt based upon the data requested.

If you ask to inspect the data, the BCA will contact you to arrange a date and time for inspection where the data are kept.

If you ask for copies of the data, the BCA will let you know the cost before copies are made. In addition, the BCA will notify you as soon as possible if:

- It does not have the data you requested.
- It does not have the data in the form or arrangement you requested.
- Your request does not clearly describe the data
- More information is needed before the BCA can act on your request.
- You are not legally entitled to the data because they are not public.

If the BCA determines you are not legally allowed to have the data, the BCA will tell you which law prohibits the data's release.

The BCA is not required to provide the data in an electronic format or program that is different from the format or program in which the data are kept by the BCA. Although, the BCA may agree to do so if you pay the cost.

## Is there a cost to inspect public government data?

No, there is no cost to inspect government data at the BCA office located at 1430 Maryland Avenue East, Saint Paul, Minnesota, 55106.

## Is there a cost to obtain copies of public government data?

Yes, there is a cost to obtain copies of public government data. However, if you request 200 or fewer pages of black and white copies to be produced on letter or legal size paper, there will be no charge. If you request more than 200 pages of black and white copies, the charge will be \$0.10 per page.

If the paper is not letter or legal size, or if color copies are requested, the fee is the actual cost of searching for and retrieving the data and making the copies, plus the per-page printed cost, envelope, and postage, if any.

The charge for other formats (such as electronic, audio, and photographic) is the actual cost of search, retrieval, and copying time, media, mailer, if any, and delivery.

## What if I do not understand the data I receive?

If you do not understand the data you receive, you may ask the BCA for an explanation. The BCA will make reasonable efforts to explain technical terminology, acronyms, or abbreviations.

## How do I access public criminal history data?

You may access public criminal history data on the BCA website or on computer terminals in the lobby of the BCA central office, 1430 Maryland Avenue East, Saint Paul, Minnesota, 55106.

The website addresses for the BCA's most requested public data are:

<b>Public Data</b>	<b>BCA Website Address (URL)</b>
Use of Deadly Force Case Files	<a href="https://dps.mn.gov/divisions/bca/use-of-force-investigations/Pages/case-files.aspx">https://dps.mn.gov/divisions/bca/use-of-force-investigations/Pages/case-files.aspx</a>
Criminal History Records (Public)	<a href="https://chs.state.mn.us/">https://chs.state.mn.us/</a>
Minnesota Criminal Justice Statute Service	<a href="https://www.mncjss.state.mn.us">https://www.mncjss.state.mn.us</a>
Methamphetamine Offender Registry	<a href="https://chs.state.mn.us/Search/MorSearch">https://chs.state.mn.us/Search/MorSearch</a>
Missing Persons Clearinghouse	<a href="https://dps.mn.gov/divisions/bca/bca-divisions/administrative/Pages/missing-unidentified-persons.aspx">https://dps.mn.gov/divisions/bca/bca-divisions/administrative/Pages/missing-unidentified-persons.aspx</a>
Permit to Carry Reports (Handguns)	<a href="https://dps.mn.gov/divisions/bca/bca-divisions/administrative/Pages/firearms.aspx">https://dps.mn.gov/divisions/bca/bca-divisions/administrative/Pages/firearms.aspx</a>
Predatory Offender Registry	<a href="https://por.state.mn.us/">https://por.state.mn.us/</a>
Uniform Crime Reports	<a href="https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Pages/uniform-crime-reports.aspx">https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Pages/uniform-crime-reports.aspx</a>

## What if my name is found in public criminal history records and I did not commit a crime?

Your name may be in the public criminal history even if you did not commit a crime because another individual has your same name and date of birth or has used your name and date of birth as part of a crime. If this situation applies to you, please follow the steps in the BCA Questioned Identity [fact sheet](#).<sup>5</sup>

The Questioned Identity process allows you to work to resolve any questions about your identity by providing fingerprints and some basic information about yourself to the BCA. If your fingerprints do not match those of the person who has the same name or who has used your name as part of a crime, you will be provided with documentation stating that fact.

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<sup>5</sup> <https://dps.mn.gov/divisions/bca/Documents/questioned-identity.pdf>

Please do not use the Questioned Identity process to challenge an offense for which you were convicted, even if you believe the conviction was unfair or wrong.

## How do I request my private data?

You may request private data about yourself. Complete the form [“Data Request by Data Subject”<sup>6</sup>](#) which can be obtained from the BCA website or in person. Then, submit the completed form to the BCA by email, mail or in person.

Because private data may only be provided to the data subject, you must prove your identity before the BCA will release private data or inform you of the existence of confidential data.

If you bring your request to the BCA, you must show one of the following **current** forms of photo identification:

- A driver’s license or identification card, issued by a state or territory of the United States or a Canadian province
- A tribal identification card, issued by a Minnesota tribe recognized by the Bureau of Indian Affairs
- A U.S. active duty, retiree, or reservist military identification card
- A US. passport or passport card
- A permanent resident, resident alien, or employment authorization card

If your Minnesota driver’s license or identification card has expired, the BCA will accept a renewal receipt from the Minnesota Department of Public Safety dated within the past 60 days.

If you mail or email your request to the BCA, the data request form must be notarized. This process allows for verification of identity by the notary.

## Will I need to present any additional information to obtain my private data?

The BCA may ask for additional proof of identity in the form of fingerprints to ensure you are entitled to receive the data requested. This usually happens when a person is known by more than one name. If your legal name has changed, you must also submit a certified copy of the document showing the name change.

Certified copies are photocopies that have a court seal or an image of a court seal that allows them to be used for official purposes.

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<sup>6</sup> <https://dps.mn.gov/divisions/bca/Documents/Data-Request-by-Data-Subject.pdf>

## May I request another person's private data?

You may request private data about another person under certain situations, including with the informed consent of the data subject. The most common reasons for accessing another person's private data are described below.

### How do I get private data on another person?

You can get private data on another if you have that person's informed consent. Proof of informed consent must be provided to the BCA in writing, along with proof of identity for the data subject. Please complete the form ["Informed Consent for Release of Data."](#)<sup>7</sup>

### How do I get private data on a minor child or an individual under guardianship?

To request private data on a minor child or an individual under guardianship, please complete the form ["Data Request on Another."](#)<sup>8</sup> In addition to completing this form, you will also be required to provide proof of your relationship to the person about whom the data is sought.

A parent of a minor child must provide a certified copy of the child's birth certificate. An adoptive parent must provide a certified copy of the adoption decree. A foster parent must provide a certified copy of the current foster care contract. A legal guardian must provide a certified copy of the court order appointing you as guardian.

### How do I get private data on a decedent?

If a personal representative has been appointed over the decedent's estate, the personal representative can get private data on a decedent by completing the form ["Data Request on Another"](#) and providing a certified copy of the court order appointing you as personal representative.

If there is no personal representative, the spouse of the decedent can get private data on the decedent by completing the form noted above and submitting certified copies of the death and marriage certificates. Similarly, a minor child of the decedent can get private data on the decedent if there is no personal representative by completing the form and submitting a certified copy of the death certificate and a certified copy of the child's birth certificate or adoption papers.

If there is no personal representative and no surviving spouse or child(ren), a parent of the decedent can get private data on the decedent by completing the form noted above and submitting certified copies of the death certificate and the decedent's birth certificate or adoption papers.

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<sup>7</sup> <https://dps.mn.gov/divisions/bca/Documents/Informed-Consent-for-Release-of-Data.pdf>

<sup>8</sup> <https://dps.mn.gov/divisions/bca/Documents/Data-Request-on-Another.pdf>



A trustee appointed in a wrongful death action on behalf of the decedent can also get private data on the decedent by completing the form noted above and submitting a certified copy of the order appointing you as trustee.

### How much time does the BCA have to provide the requested data?

The BCA has 10 business days from receipt of a properly completed data request to provide any responsive data or notify you that:

1. The BCA does not have the data you requested
2. Your request does not clearly describe the data
3. More information is required to process your request
4. You are not legally entitled to the data

### How often may I request data?

You may request data once during a six-month period unless new data have been created or collected, or you are challenging the accuracy or completeness of the data. You may also make a “standing data request” that will last 60 days. This means the BCA will periodically send you any new responsive, public or private data that have been created or collected within 60 days of receipt of your original data request.

### Is there a cost to receive data?

There is no cost to see data if you inspect the data at the BCA.

There is a cost to obtain copies of private data. However, if you request 200 or fewer pages of black and white copies to be produced on letter or legal size paper, there will be no charge. If you request more than 200 pages of black and white copies, the charge will be \$0.10 per page.

If the paper is not letter or legal size, or if color copies are requested, the fee is the actual cost of searching for and retrieving the data and making the copies, plus the per-page printed cost, envelope, and postage, if any.

The charge for other formats (such as electronic, audio, and photographic) is the actual cost of search, retrieval, and copying time, media, mailer, if any, and delivery.

### What if I believe the data are inaccurate or incomplete?

If the data you believe are inaccurate or incomplete were created by a criminal justice agency and later sent to the BCA, please contact the criminal justice agency that created or collected the information before challenging the data with the BCA. If the BCA has recorded data as it was provided by the criminal justice agency, the BCA may not change the data unless the criminal justice agency submits a correction. If the criminal justice agency submits a correction to the BCA, there is no need to challenge the data at the BCA as the BCA will update its records with the correction.

If the data you believe are inaccurate or incomplete were created by the BCA, you may challenge the data by providing the following:

1. A statement that you are challenging the data under the Minnesota Government Data Practices Act,
2. A clear description of the data you are challenging, and
3. An explanation, in specific terms, why the data are inaccurate or incomplete.

Only the subject of the data may challenge the data's accuracy or completeness. You will be required to provide proof of identity in the same manner required to access your private data as described above.

If you wish to have someone else communicate with the BCA on your behalf regarding a data challenge, please complete the ["Informed Consent for Release of Data"](#) form and submit it with your challenge.

If you are challenging data on behalf of a minor child, an individual under guardianship, or a decedent, you must provide proof of relationship as described [here](#).

You can email, mail or deliver your challenge in person to the BCA Responsible Authority. A decision regarding your challenge will be made within 30 days of receipt. If the BCA agrees that the data are incomplete or inaccurate, the BCA will correct the data and attempt to alert past recipients of the data that a correction has been made. If the BCA disagrees with all or part of your challenge, you will be notified in writing.

## How long does the BCA maintain data?

The BCA has an obligation to create and preserve records. This obligation requires the BCA to maintain an inventory of records and a retention schedule for record destruction. Different types of data are subject to different retention periods. Because the BCA destroys records in accordance with the retention schedule, the BCA may no longer have the data you are seeking, even if the BCA had the data at one time. The retention schedules governing data maintained by the BCA are posted on the BCA's [website](#).

## Summary Data Requests

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.<sup>9</sup>

### How do I obtain summary data?

The BCA will prepare summary data from private or confidential data on individuals upon the request of any person, if the request is in writing and the cost to prepare summary data is paid by the requester. The BCA may also delegate the power to prepare summary data to the requester if the requester's purpose is set forth in writing, the person agrees not to disclose the private or confidential data, and the

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<sup>9</sup> [Minn. Stat. § 13.02, subd. 19.](#)

BCA reasonably determines that access will not compromise the data. The agreement not to disclose private or confidential data must be memorialized in a written agreement, signed by the requester. The requester must produce summary data from the private or confidential data. Summary data is public.

### What is the cost for summary data?

The cost for summary data is the actual cost of preparing the data and depends on the type and amount of data requested and the level of effort and skill required to produce it. The BCA will provide you with an estimate of the costs prior to preparing or supplying the data. You must pay the actual cost of preparing the data before it will be produced.

## Data Inventory

This inventory lists data collected, stored or maintained at the BCA. The inventory lists the data by operational unit and system or repository. It also provides the classifications of the data and citations to the statutes that set those classifications.

### BCA Shared Services Databases and Data

#### *Contracts and Grants*

**Description:** Contracts for professional and technical services, local and federal grant applications, awards and contracts, interagency/joint powers agreements, and related records and documents.

**Classification:** Public with the exception of trade secret data.

**Citation:** Sections 13.03 and 13.37, subdivision 2.

**Access by:** Public, data subject, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Data Practices Requests*

**Description:** Requests for access to data maintained by the BCA.

**Classification:** Requests are presumptively public but may contain data that are classified as private.

**Citation:** Section 13.03, subdivision 1 - public presumption, and various provisions that may classify data in the request or response as not public.

**Access by:** Public, data subject, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Formal Data Challenges*

**Description:** A written statement by an individual that disputes the accuracy or completeness of data in a file or record. Also includes the response of the responsible authority and any appeal.

**Classification:** The challenge has the same classification as the disputed data.

**Citation:** Various, depending on the content of the data challenge and the determination.

**Access by:** Public, data subject, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Responses to Requests for Bids/Proposals*

**Description:** Data about individuals or organizations submitted in response to a request for bids, request for proposals, or other advertising for contracted services. Data may include names and addresses.

**Classification:** Private or nonpublic until bid or proposal is opened; then if a bid, name and bid amount are public; and if a proposal, name is public. Once the selection or evaluation process is complete, all

data are public, unless the data are trade secrets.

**Citation:** Section 13.591, subdivisions 3, 4, and 5, and 13.37.

**Access by:** Public, data subject, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

## Forensic Science Services Databases and Data

### *Alcohol Test Record*

**Description:** Data collected by law enforcement when a person has been stopped on suspicion of driving while impaired. Data may include driver's name, driver's license number, address, medical condition indicated on license, and alcohol level as determined by laboratory analysis.

**Classification:** Confidential while investigation is active; private or public when investigation becomes inactive. Alcohol concentration of the driver is public data.

**Citation:** Sections 13.82, subdivisions 6(m) and 7 (law enforcement data); 171.12, subdivisions 2a and 7; and Title 18 United States Code section 2721 (driver's license data).

**Access by:** Public, data subject, law enforcement, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *Laboratory Case Records*

**Description:** Data related to evidence analyzed in connection with criminal cases, including: the case number and name of the submitting agency; police reports; information identifying suspects, victims, or witnesses, including name, gender, race, date of birth, height, weight, eye/hair color, state identification number, and home address; evidence data, including type of evidence, where and when it was collected, and who collected, handled, and inspected the evidence; documentation of the crime scene and its conditions; drawings and photographs of evidence and crime scenes; scientists' case notes, including control samples, run date and time, observations, results, and reports; and correspondence with attorneys and law enforcement agencies about laboratory testing results.

**Classification:** In general, confidential while investigation is active; private and/or public when investigation becomes inactive. Laboratory case numbers, names of law enforcement agencies submitting evidence for analysis, and testing information about instruments used in the laboratory are public.

**Citation:** 13.82, subdivisions 7-11, 17 and 25 (law enforcement data); 13.87, subdivision 1 (criminal history data); and 260B.171, subdivision 5 (peace officer juvenile delinquency data).

**Access by:** Public, data subject, law enforcement, prosecutors, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *Laboratory Controlled Documents*

**Description:** Policies, methods, standard operating procedures, forms, manuals, references, and training programs.

**Classification:** Public.

**Citation:** Sections 13.03, subdivision 1 – public presumption.

**Access by:** Public, BCA staff, and MNIT Services staff at the BCA.

### *Laboratory Quality Management Records*

**Description:** Instrument maintenance and checks, reagent preparation, research and validation records, quality system compliance records, proficiency tests, and training records.

**Classification:** Public and private.

**Citation:** Sections 13.03, subdivision 1 – public presumption; and 13.43, subdivisions 2 and 4 (personnel data).

**Access by:** Public, data subject, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *State DNA Index System (SDIS)*

**Description:** DNA profiles based on laboratory analysis of biological specimens collected as evidence at crime scenes, or collected from convicted offenders. Data related to the analysis of a biological specimen taken from a blood relative of a missing person or from unidentified human remains.

**Classification:** Private.

**Citation:** Section 299C.155, subdivisions 3 and 4.

**Access by:** Data subject, law enforcement, prosecutors, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### Investigations Databases and Data

#### *Amber Alert*

**Description:** Data identifying a child who is missing and may be in serious danger or threat of death.

**Classification:** Public.

**Citation:** Section 13.03, subdivision 1 – public presumption.

**Access by:** Public, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Blue Alert*

**Description:** Data related to the identification, location, and apprehension of an individual suspected of killing or seriously wounding a law enforcement officer.

**Classification:** Public.

**Citation:** Section 13.03, subdivision 1 – public presumption.

**Access by:** Public, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Confidential Funds*

**Description:** Data about applications for and awards of grants for purchases of controlled substances and to assist in the protection of victims and witnesses.

**Classification:** Confidential, private.

**Citation:** Section 13.82, subdivision 21; and section 299C.065, subdivision 4.

**Access by:** BCA staff.

#### *Crime Alert Network*

**Description:** Data identifying subscribers to the Crime Alert Network including names, addresses, telephone numbers, fax numbers and email addresses.

**Classification:** Private or nonpublic.

**Citation:** Section 299A.61, subdivision 2.

**Access by:** Data subject, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *Case Files*

**Description:** Data from BCA investigative reports, which vary from case to case, but may include: case number; synopsis of incident; location of the crime or incident; name and address of the law enforcement agency requesting assistance from the BCA; names of sworn and unsworn criminal justice staff associated with the investigation; written statements from witnesses, victims, persons of interest, and suspects; audio recordings of interviews; automated license plate reader data; information used to help identify or locate victims, witnesses, suspects, and/or confidential informants, such as name, date of birth, home address, telephone number, driver's license number and photo, physical description, photo, and criminal history; data identifying vehicles associated with the crime or incident; sketches, photographs, videotapes, digital video and audio recordings, and electronic distance measurements of incident scenes; financial transaction data; reports of undercover investigative activity; search warrants and charging documents; and laboratory case numbers and analysis reports.

**Classification:** In general, confidential while an investigation is active; private or public when the investigation becomes inactive. See "Criminal History Data" for classification of criminal history information in inactive case files. If data are from the criminal gang investigative data system, data about tattoos and other identifying physical marks are confidential; otherwise if from criminal history repository, the data are private. Driver's license and motor vehicle registration data are private. Case numbers and laboratory case numbers are public.

**Citation:** Sections 13.43, subdivisions 2, 4 and 5 (personnel data); 13.82, subdivisions 7 through 11, 17 (law enforcement data); 13.824, subdivision 2; 13.825; 13.87, subdivisions 1 (criminal history data), 17 (protection of identities), and 25 (deliberative processes); 299C.091 (criminal investigative gang data system); 168.346, subdivision 1; 171.12, subdivision 7; and Title 18 United States Code section 2721 (motor vehicle and driver's license data).

**Access by:** Public, data subject, law enforcement, prosecutors, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *Disposal of Manufactured Drugs Appointment Schedule*

**Description:** Data that documents when manufactured drugs will be transported for secure destruction.

**Classification:** Nonpublic.

**Citation:** Security Information Declaration dated January 16, 2019.

**Access by:** BCA staff.

### *Minnesota Fusion Center (MFC) databases and data*

**Description:** All types of data on individuals and situations that are related to criminal or terrorist activities or that are suspicious in nature.

**Classification:** Private or nonpublic.

**Citation:** Security Information Declaration dated January 26, 2023.

**Access by:** Law enforcement, Fusion Centers in other states, federal agencies, BCA staff, MNIT Services staff at the BCA, and contractors.

### *Missing Persons*

**Description:** Data identifying a person who has been reported missing. Data may include name, address, phone, date of birth, physical description, photograph, and descriptions or depictions of tattoos and other identifying marks.

**Classification:** Public or confidential.

**Citation:** Sections 13.03, subdivision 1 – public presumption; 299C.54, subdivision 4; and 13.82, subdivision 7 (active criminal investigation).

**Access by:** Public, law enforcement, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Operations Center*

**Description:** Reports, telephone logs and recordings, and other related Duty Officer information.

**Classification:** Public, but may contain private or nonpublic data.

**Citation:** Sections 13.03, subdivision 1 – public presumption, and 13.82, subdivision 17.

**Access by:** Public, BCA and DPS staff, and MNIT Services staff at the BCA, and contractors.

#### *Police Emergency Frequency Permits*

**Description:** Data on individuals holding permits to receive police emergency frequency transmissions under section 299C.37, subdivision 3. Data include name, address, date of birth, driver's license number, phone, occupation, employer, reason for monitoring transmissions, criminal history, permit number, and frequencies monitored. Data also include description of vehicle in which monitoring occurs (year, make, license plate number and state, and owner's name).

**Classification:** Public and private.

**Citation:** Sections 13.03, subdivision 1 -public presumption; 13.87, subdivision 1 (criminal history); 168.346, subdivision 1; 171.07, subdivision 1a; 171.12, subdivision 7; and Title 18 United States Code section 2721 (motor vehicle and driver's license data).

**Access by:** Public, data subject, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Predatory Offender Registry (POR)*

**Description:** Data about persons required by law to register as predatory offenders including: name, date of birth, DNA, physical description including photo and fingerprints; motor vehicle information; primary and secondary addresses; addresses of all owned, leased, or rented property; address(s) of employment; address(s) of school(s) being attended; country of birth; driver's license number; emergency contact information; victim information; and any registration requirements from another state.

**Classification:** Private.

**Citation:** Sections 243.166, subdivisions 7 and 7a (predatory offender registration requirements); and 299C.093 (predatory offender registry).

**Access by:** Data subject, law enforcement, corrections, probation, Minnesota Department of Human Services staff under the circumstances described in section 245C.08, child protection workers in certain circumstances, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Unmanned Aircraft Systems (UAS)*

**Description:** Digital recording of images, sounds, and associated data collected by an aircraft without a human pilot on board that is controlled either autonomously by computers in the vehicle or under the remote control of a pilot on the ground or in another vehicle.

**Classification:** Private/nonpublic or confidential if part of an active criminal investigation.

**Citation:** Section 626.19

**Access by:** Data subject, UAS-certified operators, BCA and DPS staff, and government entities making a request for UAV use under section 626.19, subdivision 3(9).

## Minnesota Justice Information Services (MNJIS) Databases and Data

### *Arrest Warrant Index*

**Description:** Data in an index that identify an individual for whom a court has issued an arrest warrant. Data may include name, address, phone, driver's license number, gender, date of birth, physical description, and the county that issued the warrant.

**Classification:** Confidential until the person is taken into custody, served with the warrant, or appears in court; then public.

**Citation:** Section 13.82, subdivision 19.

**Access by:** Public, criminal justice agencies, BCA staff, and MNIT Services staff at the BCA.

### *Automated Biometric Identification System (ABIS)/Biometric Identification (BioID)*

**Description:** Data about persons arrested or booked for an offense, persons who are subject to supervision by correctional or probation authorities, missing persons, persons registered as predatory offenders, and persons whose fingerprints were found at crime scenes. Fingerprints, thumbprints, palm and writer's side palm prints, and photographs are stored in AFIS. BioID contains fingerprint images and demographic and offense data that may include name, date of birth, gender, race, and state identification number. Hard copy files include some Master and Repeater fingerprints and footprints (when fingerprints are not possible).

**Classification:** Private.

**Citation:** Sections 13.87, subdivision 1(b); 299C.09; 299C.093; 299C.10; 299C.11; 299C.14; 299C.535; and 609.118.

**Access by:** Data subject, criminal justice agencies, BCA staff, MNIT Services staff at the BCA, and contractors.

### *Automated License Plate Reader (ALPR) Data File*

**Description:** License plate numbers of vehicles associated with known or suspected criminal activity, persons whose driver's licenses have been withdrawn, suspended or revoked, missing persons, wanted persons, and persons under supervision.

**Classification:** Private and confidential.

**Citation:** Sections 13.82, subdivisions 19 and 20 (law enforcement data); 168.346, subdivision 1; 171.12, subdivision 7; Title 18 United States Code section 2721 (motor vehicle and driver's license data); and Title 28 Code of Federal Regulations Part 20.

**Access by:** Data subject, law enforcement, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *Automated License Plate Reader (ALPR) Law Enforcement User List*

**Description:** A list of law enforcement agencies using automated license plate readers or other surveillance devices with automated license plate reader capability, including locations of any fixed stationary automated license plate readers or other devices.

**Classification:** Public unless subject to a Security Information Declaration.

**Citation:** Sections 13.37 and 13.824, subdivision 8.

**Access by:** Public, data subject, law enforcement, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.



### *Criminal History System (CHS)*

**Description:** Data that identify an adult convicted of a crime, including name, aliases, date of birth, arrest photograph, fingerprint id number (state and federal) and information about scars, marks and tattoos. The same data for juveniles alleged to be or adjudicated delinquent are also maintained. Sealed conviction and adjudication records are included. Arrest data that identify a person arrested or booked for an offense, including name, aliases, date of birth, location and date of the arrest, the agency that made the arrest and the facility where the person was detained, if applicable. Non-Biometric Identification Data describe a person arrested for, convicted of, or adjudicated delinquent for a criminal act, including physical description, pointers to Biometric Identification (BioID) records, and known identification numbers such as Social Security and state identification numbers.

**Classification:** Private. Certain data about adults who have been convicted are public for 15 years following discharge of the sentence.

**Citation:** Sections 13.355 (Social Security number); 13.87, subdivision 1(b) (criminal history data); 260B.198, subdivision 6; 299C.095 (data about juveniles) and Chapter 609A.

**Access by:** Public, data subject, criminal justice agencies, and public defenders for data about their clients or conviction data on witnesses needed to prepare a case, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *Customer Relationship Management Database (CRM)*

**Description:** Data about agencies and contacts at those agencies; data about vendors that provide goods or services to the BCA. Data elements include names, addresses, email addresses, and phone numbers.

**Classification:** Public and private.

**Citation:** Sections 13.03, subdivision 1 – public presumption; and 13.43, subdivisions 2 and 4. **Access**

**by:** Public, data subject, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *Department of Natural Resources - Criminal History System Hunting License System (DNR-CHS)*

**Description:** Data identifying possible matches between Department of Natural Resources records of firearms hunting licenses and BCA criminal history records, Department of Corrections supervision records, and BCA/FBI warrant file data.

**Classification:** Confidential if warrant data are included, otherwise private.

**Citation:** Sections 13.82, subdivision 19 (arrest warrant index); 13.87, subdivision 1 (criminal history); 84.0874 (DNR electronic licensing data); 241.065, subdivision 2 (supervision data); and 28 Code of Federal Regulations Part 20 (federal data).

**Access by:** Data subject, law enforcement, BCA and DPS staff, Department of Corrections staff, MNIT Services staff at the BCA, and contractors.

### *Department of Natural Resources - Vehicle Data*

**Description:** Data about boats, snowmobiles and all-terrain vehicles licensed by the Department of Natural Resources including registered owner information.

**Classification:** Private.

**Citation:** Section 84.0874 (DNR electronic licensing data).

**Access by:** Data subject, law enforcement, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *Domestic Abuse No Contact Orders (DANCO)*

**Description:** Data relating to a no contact order issued by a court under section 629.75 in connection with a domestic abuse criminal prosecution. Data may include the respondent's name, aliases, gender, date of birth, physical description, and photo, as well as depictions or descriptions of tattoos or other physical marks. Data also include the name, gender, and date of birth of the protected person.

**Classification:** Private.

**Citation:** Section 299C.46, subdivision 6; and Title 18 United States Code section 2265 (d)(3). **Access by:** Data subject, victim and criminal justice agencies, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *Driving While Intoxicated (DWI) Dashboard*

**Description:** Anonymized data from DWI incidents and crashes, plus publicly available liquor licensing data, displayed on a map or in list form. Data may include incident details such as time, date, location, and responding law enforcement agencies, and limited subject demographics such as age, sex, and number of previous DWI arrests.

**Classification:** Public and confidential.

**Citation:** Sections 13.03, subdivision 1 – public presumption; and 169.09, subdivision 13. **Access by:** Law enforcement, state traffic safety agencies, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *DVS Access*

**Description:** Data relating to motor vehicle registration, driver's license or government-issued identification card as maintained by the Driver and Vehicle Services Division of the Department of Public Safety. Data may include name, gender, date of birth, address, height, weight, and photo.

**Classification:** Private or confidential depending on the status of the case.

**Citation:** Sections 168.346; 171.07, subdivision 1a; 171.12; and Title 18 United States Code section 2721.

**Access by:** Data subject, criminal justice agencies, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *eCharging*

**Description:** Data transmitted among law enforcement, prosecutors, and courts via a group of services. Data in criminal complaints, tab charges, juvenile petitions, law enforcement incident referrals, citations, search warrants, and DWI administrative forms include names and other identifiers for victims, witnesses, and defendants, along with descriptions of alleged offenses. "Credentialing data" include system user identifications, passwords, biometrics for law enforcement officers, and e- notary digital certificates for notaries public. Auditing data" include who took a particular action in the system, what the action was, when it took place, and its recorded purpose. "Work flow and routing data" include names of persons to whom documents were assigned, task deadlines, and validations that tasks were completed.

**Classification:** Data in system documents may be public, private or confidential, depending on the status of the case. Credentialing data are private. Auditing data and work flow and routing data are confidential while an investigation is active, and become private.

**Citation:** Sections 13.82 (law enforcement data); 13.87, subdivision 1 (criminal history data); 299C.41, subdivisions 2 and 3 (eCharging); and Rule 8 of the Minnesota Rules of Public Access to Records of the

Judicial Branch (court data).

**Access by:** Public, data subject, credentialed person, defendant, criminal justice agencies, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Gun Permit Background Check System Database*

**Description:** Demographic data from applicants for permits to purchase/transfer and permits to carry along with results from various state and federal repositories needed to determine the applicant's eligibility to have the permit.

**Classification:** Private.

**Citation:** Section 13.87, subdivision 2.

**Access by:** Data subject; law enforcement agencies, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Harassment Restraining Order Data*

**Description:** Data relating to harassment restraining orders issued by a court under section 629.748 in connection with physical or sexual assault, nonconsensual dissemination of private sexual images, intrusive or unwanted acts, or words or gestures that have a substantial adverse effect or are intended to have a substantial adverse effect on the safety, security, or privacy of another, regardless of the relationship between the actor and the intended target; targeted residential picketing; or a pattern of attending public events after being notified that the actor's presence at the event is harassing to another. Data may include the respondent's name, aliases, gender, date of birth, physical description, and photo, as well as depictions or descriptions of tattoos or other physical marks. Data also include the name, gender, and date of birth of the protected person.

**Classification:** Public and private.

**Citation:** Section 609.748 (Harassment Restraining Order data).

**Access by:** Data subject, victim and criminal justice agencies, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Jira Data*

**Description:** Data related to the tracking of issues and requests from criminal justice agencies and data related to IT product development.

**Classification:** Public and private.

**Citation:** Sections 13.15 (computer data) and 13.43, subdivisions 3 and 4 (personnel data), and the Computer Infrastructure Security Information Declaration dated January 16, 2019.

**Access by:** Public, data subject, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Keep Our Police Safe (KOPS)*

**Description:** Data from "attempt to locate" and "be on the lookout" messages to law enforcement agencies. Data on individuals may include: name, address, date of birth, physical description, driver's license number, weapons information, and vehicle description.

**Classification:** Private and nonpublic.

**Citation:** Security Information Declaration dated January 16, 2019; Sections 168.346, subdivision 1 and 171.12, subdivision 7; and Title 18 United States Code section 2721 (motor vehicle and driver's license data).

**Access by:** Data subject, law enforcement, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Law Enforcement Incident Search (LEIS)*

**Description:** Incident data from participating Minnesota law enforcement agencies. Data may include a person's name, aliases, date of birth, address, physical description, incident type, alleged involvement with incident, law enforcement contact information, and an incident number.

**Classification:** Private unless there is an active investigation and then the data are confidential. If LEIS is the only source of data that would be public at the local law enforcement agency, those data must be made available upon request.

**Citation:** Section 299C.40, subdivisions 3 through 7.

**Access by:** Data subject, law enforcement staff certified by the BCA, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Livescan Message Enhancement (LME)*

**Description:** Data from bookings including name, date of birth, state identification number (SID), FBI number, booking id number and agency information. Also data about the employees performing the booking and fingerprint collection.

**Classification:** Private and public.

**Citation:** Sections 13.43, subdivisions 2 and 4 (personnel data); and 13.87 (criminal history data).

**Access by:** Public, data subject, criminal justice agencies, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Minnesota Criminal Gang Investigative Data System*

**Description:** Data on individuals who, according to a law enforcement agency, meet established criteria for gang affiliation. Data may include name, alias (including gang member name), gang affiliation, address, phone, driver's license number, date of birth, physical description, photograph, description or depiction of tattoos or other identifying marks, and information about vehicles used by the person.

**Classification:** Confidential.

**Citation:** Section 299C.091, subdivision 3.

**Access by:** Law enforcement, other criminal justice agencies in limited circumstances, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Minnesota Repository of Arrest Photographs (MRAP)*

**Description:** Photographs of an individual's face, scars, marks, tattoos and other identifying marks. Also includes data identifying the photographed individual, such as name, aliases, date of birth, state identification number, and physical description.

**Classification:** Private.

**Citation:** Sections 13.87, subdivision 1(b) (criminal history); and 299C.095, subdivision 2 (juvenile criminal history data).

**Access by:** Data subject, criminal justice agencies, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Orders for Protection (OFP) - Civil Proceeding*

**Description:** Data identifying an individual who is restrained from contact with another person by a court order issued under section 518B.01, subdivisions 3 through 7. Data may include the restrained

individual's name, address, phone, driver's license number, date of birth, physical description, and information about vehicles driven by the person.

**Classification:** Private.

**Citation:** Section 299C.46, subdivision 6; and Title 18 United States Code section 2265 (d)(3) (no internet publication).

**Access by:** Data subject, victims, criminal justice agencies, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

#### *Permit Tracking System (PTS)*

**Description:** Data submitted by sheriffs about individuals who have applied for and been granted permits to carry as well as those denied permits or who have had their permit revoked. Data include name, address, phone, driver's license number, date of birth, physical description, previous cities of residence, county of application, and application status.

**Classification:** Private.

**Citation:** Sections 13.87, subdivision 2, and 624.714, subdivision 15.

**Access by:** Data subject, law enforcement, prosecutors, parole and probation authorities, BCA staff, MNIT Services staff at the BCA, and contractors.

#### *Probation Notification*

**Description:** Data about individuals for whom booking data and fingerprints have been submitted, or a new warrant or protection order has been entered into MN Hot Files, and who are also under supervision by a probation agent. Data include name, arresting agency, offense date, time and description, and that the individual was arrested.

**Classification:** Private.

**Citation:** Sections 13.87 (criminal history data), and 241.065, subdivision 2 (corrections data on those under supervision).

**Access by:** Data subject, probation agent, BCA staff, MNIT Services staff at the BCA, and contractors.

#### *Questioned Identity*

**Description:** Data relating to individuals who contend that someone with a criminal history has used their name or other identifying information as part of the offense. May include name, aliases, date of birth, gender, address, telephone numbers, fingerprints, and criminal history data.

**Classification:** Private if an individual has been erroneously associated with another individual's criminal history.

**Citation:** Section 13.87, subdivision 1(b).

**Access by:** Data subject, BCA staff, MNIT Services staff at the BCA, and contractors.

#### *User Credentialing Data*

**Description:** Credentialing data and infrastructure information that document an individual's identity and authorization for access to various MNJIS systems and data. **Classification:** Public and private.

**Citation:** Sections 13.15, subdivision 2 (computer data), and 13.43, subdivisions 2 and 4 (personnel data).

**Access by:** Data subject, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *Vehicle Impound Data*

**Description:** Data from vehicle impounds that may include details such as name, address, date of birth, criminal history of vehicle owner; originating agency identifier; originating agency case number; date of impound; name of impound lot; inventory number; vehicle identification number; vehicle year; and vehicle style. Also, license plate number; license year; state license; and license type.

**Classification:** Public and private.

**Citation:** Sections 13.03, subdivision 1 – public presumption and Sections 13.87, subdivision 1 (criminal history); 168.346, subdivision 1; 171.12, subdivision 7; and Title 18 United States Code section 2721 (motor vehicle and driver’s license data).

**Access by:** Law enforcement, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *Vendor Screening Data*

**Description:** Vendor screening data and infrastructure information demonstrating compliance with FBI and BCA security policies and background check data on individual employees of vendors documenting an individual's identity and achievement of security awareness certification to receive authorized access to criminal justice information or to work in a building or on a system with access to criminal justice information.

**Classification:** Public and private.

**Citation:** Sections 13.03, subdivision 1 – public presumption, and 13.43, subdivision 19. **Access by:** Public, data subject, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

## Training and Auditing

### *Audit Trail (Archive Service)*

**Description:** Data showing who queried or updated BCA databases with data and when those transactions occurred.

**Classification:** Private or nonpublic.

**Citation:** Section 13.15; 13.82, subdivision 19; Security Information Declaration dated January 16, 2019; Title 18 United States Code section 2721 (motor vehicle and driver’s license data); and FBI data release restrictions.

**Access by:** Data subject, criminal justice agency when accusation of inappropriate use or unauthorized access, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.

### *Training and Auditing Records*

**Description:** Data identifying participants in criminal justice training sessions, including name, employing agency, home or work address, Peace Officer Standards & Training number, telephone numbers, and certifications for Minnesota Justice Information Services systems and services.

**Classification:** Private or public.

**Citation:** Sections 13.355 (Social Security number) and 13.43, subdivisions 2, 4, and 5 (personnel data).

**Access by:** Public, data subject, BCA and DPS staff, MNIT Services staff at the BCA, and contractors.