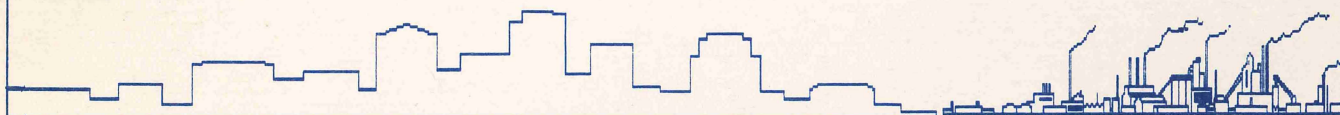




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MINNESOTA BUSINESS AND INDUSTRY

INFORMATION GUIDE



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MINNESOTA BUSINESS AND INDUSTRY
INFORMATION GUIDE

Prepared by

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June 1988

Legislative Reference Library
645 State Office Building
St. Paul, MN 55155

ACKNOWLEDGEMENT

State Information Systems Project

The State Information Systems Project (SISP) of the Legislative Reference Library is an information referral resource. SISP offers access to a computerized directory designed to assist users to locate information which is collected and processed by Minnesota state agencies.

The records contained in this report are a small percentage of the total database. For more information regarding SISP, contact:

State Information Systems Project
Legislative Reference Library
645 State Office Building
St. Paul, Minnesota 55155

(612) 296-0594

FOREWORD

Minnesota Business and Industry Information Guide is a guide to Minnesota state agency information systems which contain data related to business and industry.

Systems are arranged alphabetically by agency name. Each entry consists of a description of the system, publications and other materials produced by the system and a contact person. A subject index is provided at the end of the directory.

Please bear in mind when requesting information from agencies that federal and state data privacy laws may apply to some systems. In addition, fees may be charged for information retrieved from some systems. All listings contained in this document reflect information as provided by individual state agencies.

TABLE OF CONTENTS

<u>AGENCY</u>	<u>PAGE</u>
Accountancy, Board of	1
Administrative Hearings, Office of	1
Agriculture, Department of	2
Architecture, Engineering, Land Surveying & Landscape Architecture, Board of	4
Assessors, Board of	5
Attorney General, Office of	5
Auditor, Office of the	6
Commerce, Department of	7
Dentistry, Board of	9
Economic Status of Women, Commission on	10
Education, Department of	11
Electricity, Board of	12
ECOL	12
Environmental Quality Board	13
Finance, Department of	13
Health, Department of	14
Housing Finance Agency	16
Iron Range Resources & Rehabilitation Board	17
Jobs & Training, Department of	18
Labor and Industry, Department of	22
Mediation Services, Bureau of	24
Medical Examiners, Board of	25
Metropolitan Council	25
Municipal Board	35
Optometry, Board of	35
Pollution Control Agency	36
Racing Commission	38
Regional Transit Board	38
Revenue, Department of	39
Seaway Port Authority of Duluth	40
Secretary of State, Office of the	41
State Planning Agency	42
Trade & Economic Development, Department of	47
Transportation, Department of	49
Waste Management Board	58
World Trade Center Board	58

AGENCY: Accountancy, Minnesota State Board of
SYSTEM: Master File of Licensees

DESCRIPTION:

This system provides information on all individuals and firms licensed as public accountants with the Minnesota State Board of Accountancy. Information contained within the system includes exam scores, employment verifications, personal references, applications, educational records, and date of licensure. The system is updated semiannually.

PRODUCED MATERIALS:

Information for the Minnesota State Board of Accountancy's License Card File information system is generated from the system.

CONTACT PERSON: Kathy Briesemeister PHONE: (612) 296-3408
ADDRESS: 5th Fl., Metro Square Building
Seventh and Robert Streets
CITY: St. Paul STATE: MN ZIP: 55101

In accordance with the MN Govt Data Practices Act or Federal Law, some of the information within the system is not available to the public.

* * *

AGENCY: Administrative Hearings, Office of
SYSTEM: Workers' Compensation

DESCRIPTION:

This system provides information on all litigated workers' compensation matters. Information contained in the system includes identification of all documents filed with the Office of Administrative Hearings by specific topics, all orders issued, date of item received or issued, employee's social security number, type of document received or issued, attorney's ID number (where appropriate) and Workers' Compensation judge's name. Information is updated daily, as necessary. Updating is done as mail is received or as orders are issued/served by the Office of Administrative Hearings' personnel.

PRODUCED MATERIALS:

A calendar of hearings is generated on a weekly printout, notices of pretrials and hearings are generated on a daily printout whenever necessary, mailing labels are generated when necessary and a statistical analysis of Workers' Compensation judges' decisions are compiled in weekly and monthly reports.

CONTACT PERSON: Myron Greenberg PHONE: (612) 341-7607
ADDRESS: 4th Floor Summit Bank Building
310 - 4th Avenue South
CITY: Minneapolis STATE: MN ZIP: 55415

In accordance with the MN Govt Data Practices Act or Federal Law, some of the information within the system is not available to the public.

AGENCY: Agriculture, Department of
SYSTEM: Grain Inspection

DESCRIPTION:

This system provides information on grain inspections conducted by the Minnesota Department of Agriculture. Information contained within the system includes validations of certificate dates, grain warehousing, in-house inventory, grain inspections conducted, inspection results, data entry statistics, general word processing/correspondence, general accounting applications, and other information related to grain inspections. The system is updated daily.

PRODUCED MATERIALS:

On-line queries; daily, monthly, and as needed reports; and mailing labels are generated from the system.

CONTACT PERSON: Edward Moline, Marykaye Miller PHONE: (612) 341-7190
ADDRESS: Room 316 Grain Exchange Bldg.
 400 South 4 Street
CITY: Minneapolis STATE: MN ZIP: 55415

In accordance with the MN Govt Data Practices Act or Federal Law, some of the information within the system is not available to the public.

* * *

AGENCY: Agriculture, Department of
SYSTEM: Plant Industry

DESCRIPTION:

This system provides information on the Minnesota Department of Agriculture's inspections and certification of Minnesota plant industries. Information contained within the system includes inspection and certification of seed potatoes, apiaries, nurseries, and raw agricultural commodities moving interstate and to foreign countries; wholesale produce dealers' licensing and bonding; insect and plant disease abundance; fresh fruit and vegetable inspections for quality and grade; tree inspector certification; names of firms; individuals; addresses; financial records; inspection results; correspondence; and orders. The system is updated daily.

PRODUCED MATERIALS:

Phytosanitary certificates; apiary certificates; seed potato tags; Minnesota pest report, produced biweekly on Fridays in June, July, and August; nursery certificates; tree inspector certifications; directories; annual reports; consolidated reports; and letters are generated from the system.

PUBLICATION:	FREQUENCY:
MN Shade Tree Committee Report	Annually
Minnesota Pest Report	Summer
The Seed Potato Directory/The Nursery Directory	Annually
Plant Industry Consolidated Report	Annually

CONTACT PERSON: Arthur Mason PHONE: (612) 296-8448
ADDRESS: 90 West Plato Boulevard
CITY: St. Paul STATE: MN ZIP: 55107

AGENCY: Agriculture, Department of
SYSTEM: Minnesota Agricultural Statistics Official Estimates

DESCRIPTION:

This system provides information on agricultural statistics collected and published by the Minnesota Agricultural Statistics Service. Information contained within the system includes estimates for number of farms, land in farms, crop acreages, crop production, crop value, dairy products, livestock inventory numbers, livestock production, livestock products, value of livestock production, prices by farmers, prices paid by farmers, specialty crops, county levels, and several other estimates. These estimates are then combined with other states covering approximately 120 crops and 45 livestock items. Historical records of estimates for Minnesota are retained by the Minnesota Agriculture Statistics Service.

PRODUCED MATERIALS:

The National Agricultural Statistics Board's approximately 300 national and 9,000 Minnesota state annual reports are generated from the system.

PUBLICATION:	FREQUENCY:
AGRI-VIEW	Semimonthly
Minnesota Cash Farm Income (Fall)	Annually
Minnesota Agricultural Statistics (Summer)	Annually
Minnesota Weekly Crop Weather Reports	Weekly

CONTACT PERSON: George Howse	PHONE: (612) 296-2230
ADDRESS: 90 West Plato Boulevard	
CITY: St. Paul	STATE: MN ZIP: 55107

* * *

AGENCY: Architecture, Eng., Land Surv. & Landscape Arch., St. Bd. of
SYSTEM: Licensing System

DESCRIPTION:

This system provides information on all currently licensed architects, engineers, land surveyors, and landscape architects licensed by the Minnesota Board of Architecture, Engineering, Land Surveying, and Landscape Architecture. Information contained within the system includes license number, name, address, date of registration, profession licensed under (if licensed as an engineer, branch designation for which discipline licensed under), and licensure fees. The system is updated upon license issuance or annual renewal.

PRODUCED MATERIALS:

A master file with the Minnesota Department of Administration's InterTechnologies Group's computer, licenses, and renewal licenses are generated from the system.

PUBLICATION:	FREQUENCY:
Biennial Report	Biennially

CONTACT PERSON: Karen O'Connor	PHONE: (612) 296-2388
ADDRESS: Room 402 Metro Square Building	
Seventh and Robert Streets	
CITY: St. Paul	STATE: MN ZIP: 55101

In accordance with the MN Govt Data Practices Act or Federal Law, some of the information within the system is not available to the public.

AGENCY: Assessors, Board of
SYSTEM: Board of Assessors

DESCRIPTION:

This system provides information on applicants and licensees of the Minnesota Board of Assessors. A manual correspondence file is maintained in coordination with this computerized information system. Information contained within the system includes licensing status, education, continuing education, places of employment, social security number, county where employed, addresses, birth date, and name. The system is updated annually or as new information is received.

PRODUCED MATERIALS:

Licenses and computer printouts of currently licensed assessors, courses, and training are generated from the system.

CONTACT PERSON: Gerald Garski/Marilyn Suchy PHONE: (612) 642-0481
ADDRESS: Mail Station 3340
 Suite 10 Bigelow Building
CITY: St. Paul STATE: MN ZIP: 55164

* * *

AGENCY: Attorney General, Office of the
SYSTEM: Consumer Complaints

DESCRIPTION:

This system provides information on complaints received by the Minnesota Office of the Attorney General from citizens who believe that they have been treated unfairly by a business. Information contained within the system includes citizen identification, business identification, type of complaint, complaint resolution, and other similar information. The system is updated daily.

PRODUCED MATERIALS:

A card index of essential information, transferred from the complaint forms for easier access and retrieval, is generated from the system.

CONTACT PERSON: Doug Blanke PHONE: (612) 296-2306
ADDRESS: 117 University Avenue
CITY: St. Paul STATE: MN ZIP: 55155

In accordance with the MN Govt Data Practices Act or Federal Law, some of the information within the system is not available to the public.

AGENCY: Auditor, Office of the State
SYSTEM: Financial Health Profile System

DESCRIPTION:

This system provides information, utilized by the Minnesota Office of the State Auditor, to analyze the financial status of Minnesota cities with populations over 2,500 and Minnesota counties. Information contained within the system includes financial information such as revenues, expenses, and debts of the relevant cities and counties. The system is updated annually and contains information from 1979 through 1986.

PRODUCED MATERIALS:

An annual financial health profile report concerning each city and county is generated from the system.

PUBLICATION:

Financial Health Profiles of Minnesota Cities and Counties

FREQUENCY:

Annually

CONTACT PERSON: Jo Maniaci

PHONE: (612) 296-2551

ADDRESS: Room 400 - 525 Park Street

CITY: St. Paul

STATE: MN ZIP: 55103

* * *

AGENCY: Auditor, Office of the State
SYSTEM: Governmental Information System

DESCRIPTION:

This system provides financial information on counties, cities, townships, municipal liquor stores, and other public agencies such as development districts, soil conservation districts, waste control commissions, rural water districts, and airport authorities. Information contained within the system includes revenues, expenditures, debt, tax levies, and capital outlays. The system is updated using on-line and real-time procedures.

PRODUCED MATERIALS:

Printed summaries of financial information for use in Minnesota State Auditor publications, ad hoc printouts made on request, diskettes available for IBM PCs and compatibles, and on-line queries available for the Minnesota Office of the State Auditor's staff only are generated from the system.

PUBLICATION:

Annual Report on Revenues, Expenditures, and Debt of Cities,
Towns, Counties and Special Districts
Report on Fire Relief Associations

FREQUENCY:

Annually
Biennially

CONTACT PERSON: Ed Fuller

PHONE: (612) 297-3683

ADDRESS: Room 400 - 555 Park Street

CITY: St. Paul

STATE: MN ZIP: 55103

AGENCY: Commerce, Department of
SYSTEM: Insurance Agency Licensing System

DESCRIPTION:

This system provides information, utilized by the Minnesota Department of Commerce, on requirements for issuing and renewing licenses of insurance agencies doing business in Minnesota or with Minnesota residents. Licenses are divided into the categories of corporate, partnership, or individual proprietorship. Requirements depend on which category the agency files under. Information contained within the system includes agency's name, address, license type, date of issuance, copies of corporate filings, copies of agreements of partnerships, and assumed names. The system is updated daily. It is estimated the system's information will be retained for three to five years.

PRODUCED MATERIALS:

Licenses issued daily and renewed annually, and agency listings available upon request are generated from the system.

CONTACT PERSON: Nina Terhaar PHONE: (612) 297-2628
ADDRESS: Room 500 Metro Square Building
Seventh and Robert Streets
CITY: St. Paul STATE: MN ZIP: 55101

* * *

AGENCY: Commerce, Department of
SYSTEM: Insurance Agent Licensing System

DESCRIPTION:

This system provides information utilized by the Minnesota Department of Commerce, on the issuance and renewal of licenses for insurance agents doing business in Minnesota or with Minnesota residents. Information contained within the system includes agent's name; address; continuing education date; agency and authorized companies; status; residency; disciplinary action (if any); date of license issuance; license expiration date; and insurance type such as life/health, property/casualty, title, bail bonds, surplus lines, farm property, travel baggage, liability, and variable annuity. The system is updated daily and contains information which is retained for one year past the license expiration date.

PRODUCED MATERIALS:

Licenses issued daily and renewed annually, agent listings available upon request, and statistics on agents including the number of agents licensed in a specific line and the number of resident and nonresident agents are generated from the system.

CONTACT PERSON: Nina Terhaar PHONE: (612) 297-2628
ADDRESS: Room 500 Metro Square Building
Seventh and Robert Streets
CITY: St. Paul STATE: MN ZIP: 55101

AGENCY: Commerce, Department of
SYSTEM: Notaries System

DESCRIPTION:

This system provides information required for issuing and renewing notary public licenses, known as commissions. Information contained within the system includes the name, address, county, date of license and bonding company for each notary, new applications and changes in the status of current notaries. The system is updated as new information is received. The system's information is retained for seven years.

PRODUCED MATERIALS:

Printouts of new commissions, renewal commissions and duplicates, a weekly listing of new notaries and an annual listing of all notaries processed during the year are generated from the system.

CONTACT PERSON: Cheryl Brannon PHONE: (612) 297-1352
ADDRESS: Room 500 Metro Square Building
 Seventh and Robert Streets
CITY: St. Paul STATE: MN ZIP: 55101

* * *

AGENCY: Dentistry, Board of
SYSTEM: Master Data

DESCRIPTION:

This system provides information on licensed dentists and dental hygienists, and on registered assistants and dental corporations. Information contained within the system includes name, address, date of birth, school and year of graduation, license/registration issuance date, license/registration number, type of examination to gain licensure, active/inactive status, and annual license/registration renewal. The system is used to prepare the bank deposit reports. The system is updated as needed.

PRODUCED MATERIALS:

Annual license renewal notices, name and address labels, annual registration certificates, on-line queries which are used to verify licensure/registration, and a microfiche back-up to the information system are generated from the system.

CONTACT PERSON: Douglas Sell PHONE: (612) 642-0579
ADDRESS: Suite 109, 2700 Univ. Ave. W.
CITY: St. Paul STATE: MN ZIP: 55114-1055

AGENCY: Economic Status of Women, Commission on
SYSTEM: Vocational Education Data Base

DESCRIPTION:

This system provides information on sex equity within the Minnesota Technical Institutes. Information contained within the system includes sex-based enrollment, program type, trend information, curriculum area enrollment, staff patterns, salary information, and student follow-up for secondary and postsecondary public vocational institutions. The system is updated annually and contains information from 1978 to the present.

PRODUCED MATERIALS:

Two annual reports entitled Vocational Education Sex Equity Report: Postsecondary, and Vocational Education Sex Equity Report: Secondary are generated from the system.

PUBLICATION:

Vocational Education Sex Equity Report: Postsecondary
Vocational Education Sex Equity Report: Secondary

FREQUENCY:

Annually
Annually

CONTACT PERSON: Lisa Cohen

PHONE: (612) 296-8590

ADDRESS: Room 85 State Office Building
100 Constitution

CITY: St. Paul

STATE: MN ZIP: 55155

* * *

AGENCY: Economic Status of Women, Commission on
SYSTEM: Women in Minnesota Data Base

DESCRIPTION:

This system provides information on women in Minnesota. Information contained within the system includes general population characteristics, educational attainment, enrollment, marital status, living arrangement, labor force participation, employment, income, earnings, and poverty. Information is categorized for the entire state, the Twin Cities Metropolitan Area, and the balance of the state. The system will be updated with the 1990 census information, any updates before 1990 will be based on projected information.

PRODUCED MATERIALS:

A report entitled Minnesota Women: A Profile produced in February 1977, and two other reports both entitled Women in Minnesota produced one in July 1980 and the other in August 1984 were generated from the system.

PUBLICATION:

Minority Women
Commission's Monthly Newsletter

FREQUENCY:

One-time
Monthly

CONTACT PERSON: Lisa Cohen

PHONE: (612) 296-8590

ADDRESS: Room 85 State Office Building
100 Constitution

CITY: St. Paul

STATE: MN ZIP: 55155

AGENCY: Electricity, State Board of
SYSTEM: Statewide Licensing System - Electricians

DESCRIPTION:

This system provides information on the issuance or renewal of Minnesota licenses for electricians and electrical contractors. Information contained within the system includes the name, address, type of license, license number assigned, fees paid, and status of applicants. Electricians' licenses are divided into ten classifications while electrical contractors' licenses are compiled into three. The system is updated using batch procedures.

PRODUCED MATERIALS:

Licenses and printouts of licenses issued biweekly, monthly renewal notices, and special reports or labels available through the Minnesota Department of Administration's Documents division are generated from the system.

CONTACT PERSON: Joanne Peterson PHONE: (612) 642-0805
ADDRESS: Room N-191 Griggs Midway Bldg.
1821 University Avenue
CITY: St. Paul STATE: MN ZIP: 55104

In accordance with the MN Govt Data Practices Act or Federal Law, some of the information within the system is not available to the public.

* * *

AGENCY: Environmental Conservation Library
SYSTEM: Environmental Impact Statement File

DESCRIPTION:

This system provides information on Environmental Impact Statements (EIS), Environmental Assessment Worksheets (EAW), scoping documents, and summaries of EIS's and EAW's filed for projects in the state of Minnesota. The documents are kept on shelves in the Minneapolis Public Library arranged according to major subject headings such as construction, pipelines, and highways/roads, then, within each subject heading, in alphabetical order, according to the title of the document as it appears on the cover. File cards are made for each document, and maintained in similar arrangement in a file of the Technology/Science Department of the Minneapolis Public Library. The documents are retained for public record and review.

CONTACT PERSON: William Johnston PHONE: (612) 372-6570
ADDRESS: 300 Nicollet Mall
CITY: Minneapolis STATE: MN ZIP: 55401

AGENCY: Environmental Quality Board
SYSTEM: Electric Utility Sales Information

DESCRIPTION:

This system is used in the collection of information on retail sales of Minnesota electric utilities including kilowatt hours and gross revenues. All information in this system is compiled by calendar year. Information from this system is used to calculate a monetary assessment for each utility to assist in the financing of the Environmental Quality Board's Power Plant Siting program and the Pollution Control Agency's Acid Deposition Control program. Information contained within the system covers the years 1973-1984. Information for 1985 is currently being collected.

PRODUCED MATERIALS:

Individual quarterly assessments sent to each of the 184 electric utilities, and annual reports which provide information on the total assessments for each fiscal year are generated from the system.

PUBLICATION: Report of Activities Power Plant Siting Program

FREQUENCY: Biennially

CONTACT PERSON: John Hynes PHONE: (612) 296-2871
ADDRESS: Room 100 Capitol Square Bldg.
550 Cedar Street
CITY: St. Paul STATE: MN ZIP: 55101

* * *

AGENCY: Finance, Department of
SYSTEM: Economic Tax Forecasting System

DESCRIPTION:

This system provides information on the Minnesota Department of Finance's forecasted Minnesota state income, employment, and tax revenues for financial planning and management. Information contained within the system includes state and national economic information including personal income, employment, industrial production, and tax revenues. The system also contains equations used for economic modeling and forecasting. The system is updated as needed.

PRODUCED MATERIALS:

A quarterly forecast report on state income, employment, and tax revenues; and internal reports produced upon request are generated from the system.

PUBLICATION: Quarterly Financial Report

FREQUENCY: Quarterly

CONTACT PERSON: John Peloquin PHONE: (612) 297-2825
ADDRESS: Room 309 Administration Bldg.
50 Sherburne Avenue
CITY: St. Paul STATE: MN ZIP: 55155

AGENCY: Health, Department of
SYSTEM: Plumbing Data

DESCRIPTION:

This system provides information on the Minnesota Department of Health's licensing of plumbers, registration of plumbers' apprentices, reviews of plumbing work plans, and inspections of buildings and facilities. Plans are submitted for review, and inspections are made as needed. Information contained within the system includes plumbers' names, exam applications, and license renewals. The actual issuance of licenses is handled through the Minnesota Department of Administration's Statewide Licensing information system.

PRODUCED MATERIALS:

An annual listing of licensed plumbers and other information provided by request are generated from the system.

PUBLICATION:

Directory of Licensed Plumbers

FREQUENCY:

Annually

CONTACT PERSON: Gary Englund

PHONE: (612) 623-5330

ADDRESS: 717 Delaware Street S.E.

CITY: Minneapolis

STATE: MN ZIP: 55440

* * *

AGENCY: Health, Department of
SYSTEM: Safe Drinking Water

DESCRIPTION:

This system provides information on the regulation of Minnesota public community water supplies. Information contained within the system includes inspections performed by Minnesota Department of Health's field staff, construction and remodeling plans, and water quality analyses. Inspection reports are updated every fifteen months. Water quality information is updated monthly, quarterly, and annually. Plans are reviewed and updated as received.

PRODUCED MATERIALS:

Plan review reports produced as needed and annual sanitary survey reports are generated from the system.

PUBLICATION:

Public Water Supply Data Book

FREQUENCY:

Annually

CONTACT PERSON: Doug Mandy

PHONE: (612) 623-5525

ADDRESS: 717 Delaware Street S.E.

CITY: Minneapolis

STATE: MN ZIP: 55440

AGENCY: Health, Department of
SYSTEM: Water Well Construction

DESCRIPTION:

This system provides information on water well construction, and licensing of well rigs, and well drilling personnel. Information contained within the system on wells includes depth, width, geology, and water analyses. Information contained within the system on drillers and rigs includes driller's name, address, company, license application date, fees paid, rig number, model, serial number, and other similar information.

PRODUCED MATERIALS:

Copies of well logs sent to the Minnesota Geological Survey and the Minnesota Department of Natural Resources, and an annual list of licensed water well drillers are generated from the system.

PUBLICATION:

Directory of Water Well Drillers

FREQUENCY:

Annually

CONTACT PERSON: Marlene Randall

PHONE: (612) 623-5330

ADDRESS: 717 Delaware Street S.E.

CITY: Minneapolis

STATE: MN ZIP: 55440

* * *

AGENCY: Health, Department of
SYSTEM: Quality Assurance Review

DESCRIPTION:

This system provides information on rate-setting and review of care provided to Minnesota Medicaid patients by nursing homes and mentally retarded group homes. Information contained within the system includes facility name and number, location code, demographics (facility and resident), patient medical assistance numbers, conditions, dependencies, medications used, and care recommendations of the Minnesota Department of Health's staff.

PRODUCED MATERIALS:

Facility and statewide summaries showing average dependency scores and other information which can be used for evaluation, and electronic tape files provided weekly to the Minnesota Department of Human Services containing individual review records and case mix scores are generated from the system.

CONTACT PERSON: Maria Olsen

PHONE: (612) 623-5620

ADDRESS: 717 Delaware Street S.E.

CITY: Minneapolis

STATE: MN ZIP: 55440

AGENCY: Health, Department of
SYSTEM: Hospital Cost Information System

DESCRIPTION:

This system provides information, compiled by the Minnesota Department of Health, on the financial condition and operation experience of hospitals in Minnesota. Information contained within the system includes income, expenses, charges, receivables, capital, staff levels, and utilization. The system is used to provide information for policy making concerning health care cost containment and access to health care. The system is updated as hospitals submit information at the end of their fiscal year.

PRODUCED MATERIALS:

Annual commentaries comparing the rate levels of individual hospitals with similar hospitals and historical trends; quarterly reports showing the Minnesota hospital industry's aggregate financial and statistical experience, available at the Minnesota Department of Health; and special reports prepared by the Minnesota Hospital Association, on request, are generated from the system.

PUBLICATION:

Individual Hospital Commentaries
Minnesota Hospital Industry Profile

FREQUENCY:

Annually
Quarterly

CONTACT PERSON: Marianne Miller

PHONE: (612) 623-5520

ADDRESS: 717 Delaware Street S.E.

CITY: Minneapolis

STATE: MN ZIP: 55440

* * *

AGENCY: Housing Finance Agency, Minnesota
SYSTEM: Multi-Family Loan Underwriting

DESCRIPTION:

This is an "expert system" that provides information, compiled by the Minnesota Housing Finance Agency, on the estimated costs and projected income of proposed multi-family housing development. The system computes the total development costs and estimates the appropriate loan terms. The system is also used to try out alternatives until the proposal is refined to the point of being financially sound. The system is updated as needed.

PRODUCED MATERIALS:

Reports, produced as needed, are generated from the system.

CONTACT PERSON: JoAnne Schaefer

PHONE: (612) 296-2320

ADDRESS: Suite 300, 400 Sibley Street

CITY: St. Paul

STATE: MN ZIP: 55101

AGENCY: Jobs and Training, Department of
SYSTEM: County Labor Force

DESCRIPTION:

This system provides information, compiled by the Minnesota Department of Jobs and Training, on Minnesota counties' labor forces for planning, research, and public use. A methodology developed by the U.S. Bureau of Labor statistics is used. Information contained within the system includes employment, unemployment, labor force, unemployment rate, county, various statistics, and various reports. The system is updated monthly.

PRODUCED MATERIALS:

Monthly and annual reports showing unemployment, employment, and labor force estimates by county within Minnesota are generated from the system.

CONTACT PERSON: Wayne Graner
ADDRESS: 390 North Robert Street
CITY: St. Paul
PHONE: (612) 296-3715
STATE: MN ZIP: 55101

In accordance with the MN Govt Data Practices Act or Federal Law, some of the information within the system is not available to the public.

* * *

AGENCY: Jobs and Training, Department of
SYSTEM: Current Employment Statistics

DESCRIPTION:

This system provides information on industry estimates of employment and wages for Minnesota employers for planning, research, federal government, and public use. Information contained within the system includes employment, female employment, production worker employment, average weekly hours, average hourly earnings, and average overtime hours. The estimates are benchmarked and updated annually. The system is updated monthly from an ongoing survey sample.

PRODUCED MATERIALS:

Monthly and annual microfiche copies and listings of the survey sample, industry estimate listings, and summaries, transmitted to the U.S. Department of Labor via magnetic tape and telecommunications, are generated from the system.

PUBLICATION: Nonagricultural Wage & Salary Employment Hours and Earnings
FREQUENCY: Annually

CONTACT PERSON: Tom Wandersee
ADDRESS: 390 North Robert Street
CITY: St. Paul
PHONE: (612) 296-4744
STATE: MN ZIP: 55101

In accordance with the MN Govt Data Practices Act or Federal Law, some of the information within the system is not available to the public.

AGENCY: Jobs and Training, Department of
SYSTEM: Job Service Systems

DESCRIPTION:

This system provides information on job placement opportunities compiled by the Minnesota Department of Jobs and Training for the public of Minnesota. Information contained within the system includes an applicant master file which provides characteristics of job applicants; service files which provide details on the types of services provided to job applicants; and a job order master file which provides details on job orders such as job title, hours-per-week, salary, company name and location, contact person, job responsibilities, number of openings, number of referrals, and number of placements. The system has the capability to automatically match individuals against job orders and job orders against individuals. The system is updated daily using on-line procedures.

PRODUCED MATERIALS:

Daily microfiche reports of job openings, monthly statistical reports produced using the employment service automated reporting system, statistical reports showing job applicant characteristics, and on-line queries are generated from the system.

CONTACT PERSON: Geoffrey Green PHONE: (612) 296-3600
ADDRESS: American Center Building
 160 East Kellogg Boulevard
CITY: St. Paul STATE: MN ZIP: 55101

* * *

AGENCY: Jobs and Training, Department of
SYSTEM: Employment Projections

DESCRIPTION:

This system provides information on the Minnesota Department of Jobs and Training's occupational matrix for planning, research, and public use. Information contained within the system includes employment by industries and occupation, employment estimates, and future employment projections.

PRODUCED MATERIALS:

Reports that show employment projections by occupation and industry for a target year in the future are generated from the system.

CONTACT PERSON: Don Hilber PHONE: (612) 296-8688
ADDRESS: 390 North Robert Street
CITY: St. Paul STATE: MN ZIP: 55101

AGENCY: Jobs and Training, Department of
SYSTEM: Occupational Employment Statistics

DESCRIPTION:

This system provides employment information, compiled by the Minnesota Department of Jobs and Training, for research, planning, federal government, and public use. Employment surveys are conducted using procedures prescribed by the U.S. Bureau of Labor Statistics. The surveys are performed on a sample of Minnesota employers. Employment estimates are arrived at using the survey information. Information contained within the system includes employment, employers, occupations, and industries. The system is updated monthly.

PRODUCED MATERIALS:

At the end of each survey, reports and a magnetic tape containing survey information, prepared for the U.S. Department of Labor are generated from the system.

PUBLICATION:

Occupational Employment Statistics in Minnesota
Important Minnesota Occupations by Industry

FREQUENCY:

Annually
Annually

CONTACT PERSON: Linda Carlstedt
ADDRESS: 390 North Robert Street
CITY: St. Paul

PHONE: (612) 296-2232

STATE: MN ZIP: 55101

In accordance with the MN Govt Data Practices Act or Federal Law, some of the information within the system is not available to the public.

* * *

AGENCY: Jobs and Training, Department of
SYSTEM: Salary Survey

DESCRIPTION:

This system provides wage and salary information, compiled by the Minnesota Department of Jobs and Training, on occupations in the state of Minnesota for planning, research, and public use. A file is created for report generation performed under contract outside of the Minnesota Department of Jobs and Training. Information contained within the system includes wages, salaries, occupations, and industries. The system is updated as needed.

PRODUCED MATERIALS:

Mailing labels, index cards, and various reports are generated from the system.

PUBLICATION:

Minnesota Salary Survey
Minnesota Salary Survey - Hospitals and Nursing Homes
Minnesota Wage Data by Industry and Size of Firm

FREQUENCY:

Annually
Annually
Annually

CONTACT PERSON: Hugh Heindahl
ADDRESS: 390 North Robert Street
CITY: St. Paul

PHONE: (612) 296-6556

STATE: MN ZIP: 55101

AGENCY: Jobs and Training, Department of
SYSTEM: JTPA Financial Status Report

DESCRIPTION:

This system provides financial information on the 17 service delivery areas (SDA) within the Minnesota Department of Jobs and Training's Job Training Partnership Program. Information contained within the system includes service delivery area identification, budgets, program plans, reviews and monitorings of grant expenditures according to planned levels and statutory limits, any required corrective actions taken, total funds available, accrued expenditures, planned expenditures, percentage of youth expenditures, and any matching funds. The system is updated monthly.

PRODUCED MATERIALS:

Monthly financial status reports on all grants by service delivery area (SDA) and funding source or grant category are generated from the system.

CONTACT PERSON: Don Klein PHONE: (612) 296-8357
ADDRESS: Room 690 American Center Bldg.
150 East Kellogg Boulevard
CITY: St. Paul STATE: MN ZIP: 55101

* * *

AGENCY: Labor and Industry, Department of
SYSTEM: Labor Standards/Prevailing Wage Data Processing System

DESCRIPTION:

This system provides information used by the Minnesota Department of Labor and Industry to set standards for prevailing wage rates used for Minnesota state projects. Information contained within the system includes surveys on prevailing wage rates and rate violations. The prevailing wage rates are calculated using a formula specified by Minnesota Rules. The system is updated daily.

PRODUCED MATERIALS:

A quarterly report, showing certified prevailing wage rates for 83 labor classifications in all 87 Minnesota counties; statistical reports; mailing labels; and form letters are generated from the system.

PUBLICATION: FREQUENCY:
Certified Prevailing Wages for Highway and Heavy Construct. Semiannual
Certified Prevailing Wages for Commercial Construction Semiannual

CONTACT PERSON: Jeanne Bortz PHONE: (612) 297-4592
ADDRESS: Human Services Building
444 Lafayette Road
CITY: St. Paul STATE: MN ZIP: 55101

AGENCY: Labor and Industry, Department of
SYSTEM: Workers' Compensation System

DESCRIPTION:

This system provides information on workers' compensation claims processing within the system from the first report of injury to final disposition. Information contained within the system includes claim number, employee personal identification, employment status, wages, wages lost, injury description, injury date, employer name and location, insurance company name, payment detail, reasons for denial, certification, and codes. The system is updated daily.

PRODUCED MATERIALS:

Queries made upon request and showing, for example, the current status of a particular claim, active claims handled by the same insurance company, or claims by type of injury; a possible penalty list produced as needed and showing claims not reported within a specified time period; labels produced for filings and mailing; and claims, no longer active, microfilmed for archival storage, are generated from the system.

CONTACT PERSON: Jeanne Bortz PHONE: (612) 297-4592
ADDRESS: Human Services Building
444 Lafayette Road
CITY: St. Paul STATE: MN ZIP: 55101

* * *

AGENCY: Mediation Services, Bureau of
SYSTEM: Mediation/Representation Activity

DESCRIPTION:

This system provides statistical information on the Minnesota Bureau of Mediation Services' mediated labor disputes. Information contained within the system includes the number of employees involved in a dispute, the names of mediators and bargaining representatives, and resolution date. The system is updated daily. The system is currently being expanded to do active case tracking and computer assisted retrieval of microfilmed historical records.

PRODUCED MATERIALS:

Monthly summaries of the number of petitions received, the number of meetings held, the number of meetings held by each mediator, and strike related activity are generated from the system.

CONTACT PERSON: Mona Anderson PHONE: (612) 649-5427
ADDRESS: Suite 2, 1380 Energy Lane
CITY: St. Paul STATE: MN ZIP: 55108

In accordance with the MN Govt Data Practices Act or Federal Law, some of the information within the system is not available to the public.

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: 1980 Census STF3 by Zipcode

DESCRIPTION:

This system provides information on the Minnesota Metropolitan Council's analysis of the 1980 census summary tape file 3 (STF3) by zip code. The system's information is about a geographical area of interest to people in market research. Information contained within the system includes zip code, household, population, income, age, employment, and other similar demographic information.

PRODUCED MATERIALS:

A printout of information by zip code is generated from the system.

CONTACT PERSON: Julie Opitz PHONE: (612) 291-6365
ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets
CITY: St. Paul STATE: MN ZIP: 55101

* * *

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Aviation Survey Data

DESCRIPTION:

This system provides information on trend analysis used to predict future demands on the aviation system in the Twin Cities Metropolitan Area. Information contained within the system includes aircraft model and number, type of aircraft, aircraft owner, hours flown, type of flying, fuel consumption, and navigation and communication equipment.

PRODUCED MATERIALS:

A computer tape is generated from the system.

CONTACT PERSON: Carl Michaud PHONE: (612) 291-6579
ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets
CITY: St. Paul STATE: MN ZIP: 55101

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Current Metro Area Street Maps

DESCRIPTION:

This system provides information on a series of maps used to update the Geographic Base File/Dual Independent Map Encoding (GBF/DIME) information system of the Minnesota Metropolitan Council. Information contained within the system includes the location of the new streets and intersections (nodes), new node number, new segment number, new blocks created by the segments, and new block numbers. Anoka, Ramsey, Dakota, and Washington Counties are current to 1984; Hennepin County is current to 1986.

PRODUCED MATERIALS:

Mylar original maps and copies produced as needed are generated from the system.

CONTACT PERSON: Linda Tomaselli PHONE: (612) 291-6517
ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets
CITY: St. Paul STATE: MN ZIP: 55101

* * *

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Development Impact Pilot Project

DESCRIPTION:

This system provides information on the development of a pilot project to analyze revenues and expenditures for existing and proposed land uses in the Twin Cities Metropolitan Area. Information contained within the system includes factors that are indicators of revenues and expenditures such as population, housing units, police calls, road frontage, assessed value, market value, soils, and land use.

PRODUCED MATERIALS:

Summary reports, graphics, and a one-time pilot study and analysis information stored on tape are generated from the system.

PUBLICATION:

A Computerized Development Impact Analysis System for Metro Area Communities

FREQUENCY:

CONTACT PERSON: Linda Tomaselli PHONE: (612) 291-6517
ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets
CITY: St. Paul STATE: MN ZIP: 55101

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Employment Information

DESCRIPTION:

This system provides information on employment by Standard Industrial Code (SIC) for 130 Twin Cities Metropolitan Area Minor Civil Divisions (MCD). The system contains information from 1980 to 1985.

PRODUCED MATERIALS:

A vertical file and various reports are generated from the system.

PUBLICATION:

Employment Trends in the Twin Cities Metropolitan Area

FREQUENCY:

Annually

CONTACT PERSON: Vic Ward/Regan Carlson

PHONE: (612) 291-6460

ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets

CITY: St. Paul

STATE: MN ZIP: 55101

* * *

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Highway Projects

DESCRIPTION:

This system provides information on highway construction projects planned to begin between 1982 and 1999 for the Twin Cities Metropolitan Area. Information contained within the system includes highway identification, project number, anticipated cost, year contract is to be let, and repair type.

PRODUCED MATERIALS:

A computer file and printouts are generated from the system.

CONTACT PERSON: Carl Michaud

PHONE: (612) 291-6579

ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets

CITY: St. Paul

STATE: MN ZIP: 55101

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Land Supply in the Urban Area

DESCRIPTION:

This system provides information on the amount of vacant land with urban services such as sewers and roads, that should be made available for development, in the Twin Cities Metropolitan Area. Information contained within the system includes vacant developable land and acreage tables which are compiled for portions of Minor Civil Divisions (MCD) within the urban service area. The acreage information excludes developed urban land, wetlands, floodplains, and high bedrock areas.

PRODUCED MATERIALS:

Tables of developable vacant acreage within the urban service areas by Minor Civil Division (MCD) are generated from the system.

PUBLICATION:

Technical Appendix to Metro Development Framework

FREQUENCY:

Every 5 yrs

CONTACT PERSON: Linda Tomaselli

PHONE: (612) 291-6517

ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets

CITY: St. Paul

STATE: MN ZIP: 55101

* * *

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Land Use Inventory

DESCRIPTION:

This system provides information on development in the Twin Cities Metropolitan Area. Information contained within the system includes total acreage by Minor Civil Division (MCD) for lakes, other water bodies, single family residents, isolated farmsteads, multi-family, commercial, industrial, industrial park, vacant land, public and semipublic (occupied and vacant), airports, parks, recreation areas, agricultural, vacant, and highways of four or more lanes. The system contains information from 1970, 1975, 1980, and 1984.

PRODUCED MATERIALS:

Tables of information by Minor Civil Division (MCD) for 1970, 1975, 1980, and 1984; and digitized land use maps and files with Minor Civil Division (MCD) boundaries for 1980 and 1984 are generated from the system.

PUBLICATION:

Land Use Trends in the Twin Cities Metropolitan Area

FREQUENCY:

4-5 Years

CONTACT PERSON: Linda Tomaselli

PHONE: (612) 291-6517

ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets

CITY: St. Paul

STATE: MN ZIP: 55101

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Tax Base Totals for Region

DESCRIPTION:

This system provides information on the Minnesota Metropolitan Council's monitoring of the tax base of the Twin Cities region. Information contained within the system includes regional totals on property tax, sales tax, income tax, earnings tax, total personal income, total market value of taxable real property, households, population, gross property tax levy, and net property tax levy. The system is updated annually and contains information from 1973 to 1981.

PRODUCED MATERIALS:

A time series computer file is generated from the system.

PUBLICATION:

Regional Service and Finance Study

FREQUENCY:

CONTACT PERSON: Linda Tomaselli

PHONE: (612) 291-6517

ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets

CITY: St. Paul

STATE: MN ZIP: 55101

* * *

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Attitudinal Surveys

DESCRIPTION:

This system provides information used by the Minnesota Metropolitan Council to measure trends in the attitudes of residents of the Twin Cities Metropolitan Area. Information contained within the system includes attitudes on a few standard questions and attitudes on issues that change from year to year. The system is updated annually.

PRODUCED MATERIALS:

A computer tape is generated from the system.

PUBLICATION:

Summary of the Annual Twin Cities Area Survey, Fall 1984

FREQUENCY:

Annually

CONTACT PERSON: Mike Munson

PHONE: (612) 291-6331

ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets

CITY: St. Paul

STATE: MN ZIP: 55101

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Building Permit Survey by Metro Council

DESCRIPTION:

This system provides information on the Metropolitan Council's compilation of time-series information on residential construction. Information contained within the system includes details on commercial and industrial permits as well as residential permits by type such as single family, duplex, multiple unit, townhouse, mobile home and condominium. The system's summary information is computerized. The system is updated annually. The system contains information from 1962 to the present.

PRODUCED MATERIALS:

Various reports and a computer tape are generated from the system.

PUBLICATION:

Res Bldg Permits Iss in 1985 in the Twin Cities Metro Area	FREQUENCY:
Industrial Construction in the Twin Cities Metro Area	Annually
Annual Report on Housing Construction	Annually
Commercial Construction in the Twin Cities Metro Area	Annually

CONTACT PERSON: Kathy Johnson/Marlin Gilhausen PHONE: (612) 291-6392
ADDRESS: Room 300 Metro Square Building
 Seventh and Robert Streets
CITY: St. Paul STATE: MN ZIP: 55101

* * *

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Economic Indicator Series

DESCRIPTION:

This system provides information on the quarterly economic and business cycles for the Twin Cities and the entire United States. Information contained within the system includes employment, manufacturing, trade services, unemployment, earnings, retail sales, Gross National Product (GNP), housing starts, home sales, mortgage rate, new orders, production index, and money supply. The system is updated quarterly and contains information from 1973 through 1986.

PRODUCED MATERIALS:

A computer file of quarterly time series information and quarterly reports are generated from the system.

PUBLICATION:

Quarterly Economic Indicators	FREQUENCY:
Manufacturing Trends in the Twin Cities Economy	Quarterly
Retail Dollar Sales Vol. in the Twin Cities Metro Area & MN	1983

CONTACT PERSON: Gene Knaff PHONE: (612) 291-6334
ADDRESS: Room 300 Metro Square Building
 Seventh and Robert Streets
CITY: St. Paul STATE: MN ZIP: 55101

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Forecasts of Population, Households, and Employment

DESCRIPTION:

This system provides information on growth expectations and parameters to aid local governments and operating agencies (metro commissions) in the Twin Cities Metropolitan Area. Information contained within the system includes Minor Civil Division (MCD), population, employment, households, housing construction, and land demand. The system is updated approximately every five years.

PRODUCED MATERIALS:

A report is generated from the system.

PUBLICATION:

Metropolitan Development and Investment Framework

FREQUENCY:

5 years

CONTACT PERSON: Mike Munson

PHONE: (612) 291-6331

ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets

CITY: St. Paul STATE: MN ZIP: 55101

* * *

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Housing and Population Estimates

DESCRIPTION:

This system provides information on housing and population estimates for the Twin Cities Metropolitan Area. The system's information is accessed by year. The system is updated annually and contains information from 1970 to the present.

PRODUCED MATERIALS:

An annual update to the time-series computer data file, printed tables and analysis reports are generated from the system.

PUBLICATION:

Population and Household Estimates
Population Estimates and Trends

FREQUENCY:

Annually
Annually

CONTACT PERSON: Kathy Johnson

PHONE: (612) 291-6392

ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets

CITY: St. Paul STATE: MN ZIP: 55101

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Monthly Building Permits from the Department of Commerce

DESCRIPTION:

This system provides information on the Minnesota Metropolitan Council's monitoring of development trends in the Twin Cities Metropolitan Area. Information contained within the system is accessed by city for residential, commercial, and industrial types. The system is updated monthly.

PRODUCED MATERIALS:

A semiannual tabulation of the total value of all construction by Minor Civil Division (MCD) and quarterly tabulations of commercial-industrial construction by Minor Civil Division (MCD) are generated from the system.

PUBLICATION:

Quarterly Summary Reports for Commercial and Industrial
Construction Activity in the Twin Cities Metropolitan Area

FREQUENCY:

Quarterly
Semiannual

CONTACT PERSON: Regan Carlson

PHONE: (612) 291-6333

ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets

CITY: St. Paul

STATE: MN ZIP: 55101

* * *

AGENCY: Metropolitan Council of the Twin Cities
SYSTEM: Office/Industrial Park and Shopping Center Questionnaire

DESCRIPTION:

This system provides information used by the Metropolitan Council to maintain a current inventory of office/industrial parks and shopping centers in the Twin Cities Metropolitan Area. Information contained within the system includes name of project, owner, address, telephone number, size, age, occupancy, utilities available, cost of development, development controls, promotional activity, and tenants. The system is updated every few years.

PRODUCED MATERIALS:

Various reports are generated from the system.

PUBLICATION:

Shopping Ctr. and Retail Sales in the Twin Cities Metro Area
Industrial Parks in the Twin Cities Metro Area, 1960-1983

FREQUENCY:

Annually
Intermit.

CONTACT PERSON: Marlin Gilhausen

PHONE: (612) 291-6329

ADDRESS: Room 300 Metro Square Building
Seventh and Robert Streets

CITY: St. Paul

STATE: MN ZIP: 55101

AGENCY: Municipal Board, Minnesota
SYSTEM: Municipal Boundary Adjustments

DESCRIPTION:

This system provides information on the Minnesota Municipal Board's handling of Minnesota municipal boundary adjustments. The system contains documents relating to annexations, orderly annexations, detachments, consolidations, and incorporations pursuant to Minnesota Statutes Chapter 414. Information contained within the system includes petition, affidavit of publication, certificate of mailing, exhibits, transcripts, and ordinances. The system contains information from 1959 to the present.

PRODUCED MATERIALS:

Orders and approval letters are generated from the system.

CONTACT PERSON: Starlene Guse PHONE: (612) 296-2728
ADDRESS: Room 165 Metro Square Building
Seventh and Robert Streets
CITY: St. Paul STATE: MN ZIP: 55101

* * *

AGENCY: Optometry, Board of
SYSTEM: Membership List

DESCRIPTION:

This system provides information on all registered optometrists and optometric professional corporations in Minnesota. Information contained within the system includes optometrist's name, address, date of licensure, continuing education, professional corporation, and educational credits, if applicable. The system is updated daily. In the future this system will provide information on budget control.

PRODUCED MATERIALS:

A semiannual membership listing and on-line queries are generated from the system.

CONTACT PERSON: Burton Skuza, O.D. PHONE: (612) 642-0594
ADDRESS: Rm 103, 2700 University Ave.
CITY: St. Paul STATE: MN ZIP: 55114

AGENCY: Pollution Control Agency
SYSTEM: Hazardous Waste Information Management System

DESCRIPTION:

This system provides information on the Minnesota Pollution Control Agency's (PCA) hazardous waste management regulatory programs. Information contained within the system includes the waste handler file, transporter file, permit holder file, shipment file, violation file, inspection file, enforcement file, and waste stream file. Groundwater related information associated with selected hazardous waste facilities will be stored on the Minnesota Pollution Control Agency's Integrated Ground Water information system (IGWIS) currently being developed.

PRODUCED MATERIALS:

A directory of facilities, permit tracking reports, financial information reports, manifest tracking reports, inspection reports, groundwater reports, and compliance reports, all printed on request, are generated from the system.

CONTACT PERSON: Marilyn McKay PHONE: (612) 297-1779
ADDRESS: 520 Lafayette Road
CITY: St. Paul STATE: MN ZIP: 55155

* * *

AGENCY: Pollution Control Agency
SYSTEM: MPCA Water Quality Management Plan

DESCRIPTION:

This system provides information, compiled by the Minnesota Pollution Control Agency, on each Minnesota river reach. Information contained within the system includes the water use classification and standards, municipal and significant industrial discharges with corresponding effluent limits, and monitoring stations. The system is being designed to be used in conjunction with the Minnesota Pollution Control Agency's Storet information system on water quality and Permits Compliance System (PCS) information system. The system is updated annually.

PRODUCED MATERIALS:

Various reports needed for the Water Quality Management Plan and for the 305(b) Report are generated from the system.

PUBLICATION: Water Quality Management Plan FREQUENCY: Annually

CONTACT PERSON: Sylvia McCollor PHONE: (612) 296-7249
ADDRESS: 520 Lafayette Road
CITY: St. Paul STATE: MN ZIP: 55155

AGENCY: Revenue, Department of
SYSTEM: Corporation Income Tax

DESCRIPTION:

This system provides information on filers of corporation income tax returns with the Minnesota Department of Revenue. The system is utilized for audit and statistical purposes. Information contained within the system includes corporate name, address, taxes paid, deductions, and most other information submitted on the tax returns. The system is updated daily.

PRODUCED MATERIALS:

Daily reports of detected taxpayer errors, statistical and audit reports created by system users, and mailing labels are generated from the system.

PUBLICATION:

Minnesota Corporation Income Tax Bulletin #65

FREQUENCY:

Annually

CONTACT PERSON: John Ryder

PHONE: (612) 296-1852

ADDRESS: 671 North Robert Street

CITY: St. Paul

STATE: MN ZIP: 55164

In accordance with the MN Govt Data Practices Act or Federal Law, some of the information within the system is not available to the public.

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AGENCY: Revenue, Department of
SYSTEM: Sales Tax

DESCRIPTION:

This system provides information on the processing, auditing, and recording of Minnesota state and local sales tax transactions received by the Minnesota Department of Revenue. Information contained within the system includes document information which is entered daily via CRT terminals, audits which are preformed nightly using batch processing, major history and other files which provide all return information and are updated weekly, and registers which are produced monthly, quarterly, and annually. The system's information is retained for three years.

PRODUCED MATERIALS:

History, activity, and batch files available for daily on-line display, and returns and demands for nonfiling produced monthly for mailing to taxpayers are generated from the system.

PUBLICATION:

Sales Tax Statistics

FREQUENCY:

Annually

CONTACT PERSON: Judy Kline

PHONE: (612) 296-1850

ADDRESS: 671 North Robert Street

CITY: St. Paul

STATE: MN ZIP: 55164

In accordance with the MN Govt Data Practices Act or Federal Law, some of the information within the system is not available to the public.

AGENCY: Revenue, Department of
SYSTEM: Abstract of Tax Lists and Mobile Home Abstract System

DESCRIPTION:

This system provides information on the Minnesota Department of Revenue's allocation of credit reimbursements to local governments and taxing districts in Minnesota. Property tax statistical information is developed from this system to evaluate tax policy and to provide a base for analyzing proposed changes in the property tax structure. Information contained within the system includes name of local government or taxing district, county, type of property, property tax valuation, mill rate, tax amount, and credit amount. The system contains information for each of the 6,000 unique taxing districts in Minnesota. The system is updated annually using batch procedures.

PRODUCED MATERIALS:

Annual cartridge files and microfiche of edited information from the abstracts, by taxing district, used for special research projects, generation of statistics, and allocation of credits for the various taxing districts are generated from the system.

PUBLICATION: Property Taxes Levied in Minnesota

FREQUENCY: Annually

CONTACT PERSON: Wallace Dahl PHONE: (612) 296-2286
ADDRESS: 2nd Fl Centennial Office Bldg
658 Cedar Street
CITY: St. Paul STATE: MN ZIP: 55155

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AGENCY: Seaway Port Authority of Duluth
SYSTEM: Monthly Tonnage Report

DESCRIPTION:

This system provides information, to inform the maritime community and public, on the amount of tonnage that is moved through the Port of Duluth-Superior. Information contained within the system includes monthly reports of tonnage moved at each dock, import and export shipments, and domestic cargo movements. Reports are mailed to the Minnesota Seaway Port Authority of Duluth's customer and governmental agency list of over 180 interested parties. The system is updated monthly.

PRODUCED MATERIALS:

Tonnage reports, issued monthly beginning in May and concluding in January of the following year, are generated from the system.

CONTACT PERSON: Donald Wright, Public Affairs Director PHONE: (218) 727-8525
ADDRESS: 1200 Port Terminal Drive
P.O. Box 16877
CITY: Duluth STATE: MN ZIP: 55816-0877

AGENCY: State Planning Agency
SYSTEM: Median Income Estimates

DESCRIPTION:

This system provides information on the Minnesota State Planning Agency's estimates of median family income for Minnesota counties and for cities with a population of 5,000 or more. Information contained within the system includes county, city, and median family income. The system is updated annually using batch procedures.

PRODUCED MATERIALS:

Statistical summaries, for use in the Minnesota Population Notes publication dealing with median income, are generated from the system.

PUBLICATION:

Population Notes - Median Income Issue

FREQUENCY:

Annually

CONTACT PERSON: Martha McMurry

PHONE: (612) 296-3539

ADDRESS: Room 101 Capitol Square Bldg.
550 Cedar Street

CITY: St. Paul

STATE: MN ZIP: 55101

* * *

AGENCY: State Planning Agency
SYSTEM: Minnesota Household Projections

DESCRIPTION:

This system provides information on projections of the future number and types of households in Minnesota for the state and development regions, and projected numbers by county. Information contained within the system includes number of households by county; and number and type (married couple, other family, nonfamily) by age and sex of householder by development region.

PRODUCED MATERIALS:

Statistical summaries for use in household projection publications are generated from the system.

PUBLICATION:

Minnesota Household Projections: 1985-2000

FREQUENCY:

July, 1983

CONTACT PERSON: Martha McMurry

PHONE: (612) 296-3539

ADDRESS: Rm 101 Capitol Square Building
550 Cedar Street

CITY: St. Paul

STATE: MN ZIP: 55101

AGENCY: State Planning Agency
SYSTEM: Minnesota Labor Force Projection

DESCRIPTION:

This system provides information on projections of the future number of persons in the Minnesota labor force. The labor force includes employed persons and unemployed persons who are seeking work. Projections are made by county and include numbers and percentages by age and sex. The system is updated as needed but at least every ten years.

PRODUCED MATERIALS:

Statistical summaries for use in labor force projection publications are generated from the system.

PUBLICATION:

Minnesota Labor Force Projections, 1980-2000

FREQUENCY:

June, 1984

CONTACT PERSON: Martha McMurry

PHONE: (612) 296-3539

ADDRESS: Room 101 Capitol Square Bldg.

550 Cedar Street

CITY: St. Paul

STATE: MN ZIP: 55101

* * *

AGENCY: State Planning Agency
SYSTEM: Minnesota Population Projection

DESCRIPTION:

This system provides information on projections of the future population of the state of Minnesota, Minnesota counties, and development regions. Projections are made by sex and five year intervals. The system is updated as needed but at least every ten years.

PRODUCED MATERIALS:

Statistical summaries for use in population projection publications are generated from the system.

PUBLICATION:

Minnesota Population Projections, 1980-2010

FREQUENCY:

May, 1983

CONTACT PERSON: Martha McMurry

PHONE: (612) 296-3539

ADDRESS: Rm 101 Capitol Square Building

550 Cedar Street

CITY: St. Paul

STATE: MN ZIP: 55101

AGENCY: Trade and Economic Development, Department of
SYSTEM: Business License Information and Assistance

DESCRIPTION:

This system provides information on the Minnesota Department of Trade and Economic Development's Minnesota Bureau of Business Licenses assistance to applicants regarding the Minnesota state requirements for business, occupational, and environmental licenses and permits. The system aids in securing licenses and permits through a master application and pre-application procedure which includes the type of licenses or permits required; statutory authority; rules; fees; application schedules; and various affirmative requirements, imposed on applicants, which must be fulfilled before licensing can occur. A variety of annual publications are produced including those listed under publications.

PUBLICATION:

Minnesota Directory of Licenses and Permits
Mini-Directory of Licenses and Permits
Minneapolis City Licenses
Duluth City Licenses

FREQUENCY:

Annually
Annually
Annually
Annually

CONTACT PERSON: Madeline Harris

PHONE: (612) 296-5023

ADDRESS: Room 900 American Center Bldg.
150 East Kellogg Boulevard

CITY: St. Paul

STATE: MN ZIP: 55101

* * *

AGENCY: Trade and Economic Development, Department of
SYSTEM: Small Business Assistance

DESCRIPTION:

This system provides information on the Minnesota Department of Trade and Economic Development's Minnesota Bureau of Small Business and provides a single point of informational access for small businesses on areas of business start-up, operation, expansion, employer requirements for organization, regulation, and other issues relating to small business. The system is updated annually.

PRODUCED MATERIALS:

Annual reports and publications related to small business start-up, operation, and expansion such as Buying and Selling a Business in Minnesota, A Guide to Intellectual Property Protection, Small Business Guide to Environmental Regulations, Selling Your Product to the State of Minnesota, A Seller's Guide to Local Government Purchasing in Minnesota, Minnesota Set Aside Program, A Guide to Administrative Agency Rulemaking, and Starting a Food Service Business in Minnesota are generated from the system.

PUBLICATION:

A Guide to Starting a Business in Minnesota
Small Business Notes
Checklist for Hiring an Employee
See Produced Materials for Additional Publications

FREQUENCY:

Annually
Monthly
Annually

CONTACT PERSON: Madeline Harris

PHONE: (612) 296-5023

ADDRESS: Room 900 American Center Bldg.
150 East Kellogg Boulevard

CITY: St. Paul

STATE: MN ZIP: 55101

AGENCY: Trade and Economic Development, Department of
SYSTEM: Minnesota Export Information System

DESCRIPTION:

This system provides information, utilized by the Minnesota Department of Trade and Economic Development, to aid in the expansion of international sales opportunities for Minnesota businesses, and the increase of international investments in Minnesota enterprises. Information contained within the system includes the firm file which provides exportable products, services, and technologies; the foreign file which provides foreign buyers and investors; the activity and results file; and the trade leads file which provides current information on foreign contacts waiting to purchase products, services, and technologies. The system is updated as needed.

PRODUCED MATERIALS:

Special lists produced as needed, for example, the names and addresses of firms in the medical industry; mailing labels and promotional letters produced as needed; trade lead notices produced daily, which notify Minnesota firms about opportunities abroad; and directories produced annually on tape are generated from the system.

PUBLICATION:

International Business Services Directory
Agri-source Directory
The Medical Alley Directory
Minnesota Software Industry Directory

FREQUENCY:

Biennially
On Request
Biennially
One Time

CONTACT PERSON: W. Gary Winget

PHONE: (612) 297-4258

ADDRESS: 10th Floor, 30 E. 7th Street

CITY: St. Paul

STATE: MN

ZIP: 55101

* * *

AGENCY: Transportation, Department of

SYSTEM: Aircraft Registration

DESCRIPTION:

This system provides information on over 6,500 aircraft owned or based in Minnesota. Information contained within the system includes names and addresses of the aircraft owners, aircraft type, insurance coverage on the aircraft, and some other related information regarding equipment on aircraft registered. The system is updated on a continuous basis.

PRODUCED MATERIALS:

Information is maintained on computer regarding all air-craft owners and is generated as needed. Certificates and decals are issued to aircraft owners. Records of aircraft by county, airport and aircraft status are generated from the system.

PUBLICATION:

Minnesota Aircraft Tax Rate Book

FREQUENCY:

Annually

CONTACT PERSON: Christine Ellingson/Karen Vacha

PHONE: (612) 296-2353

ADDRESS: St. Paul Downtown Airport

CITY: St. Paul

STATE: MN

ZIP: 55107

AGENCY: Transportation, Department of
SYSTEM: Highway Performance Monitoring System

DESCRIPTION:

This system provides information on Minnesota roadways and is utilized by the Minnesota Department of Transportation to satisfy federal reporting requirements. Information contained within the system includes the roadlog file which provides physical characteristics of roadways such as pavement width, the trumile file which provides segment lengths of trunk highway sections, and the traffic file which provides average annual daily traffic measurements (AADT measurements).

PRODUCED MATERIALS:

An annual computer tape which forms the basis of a submittal to the U.S. Department of Transportation's Federal Highway Administration is generated from the system.

PUBLICATION:

United States Department of Transportation, Federal Highway
Administration, Highway Statistics

FREQUENCY:

Annually

CONTACT PERSON: Merritt Linzie

PHONE: (612) 296-1638

ADDRESS: Room 807 Transportation Bldg.
John Ireland Boulevard

CITY: St. Paul

STATE: MN ZIP: 55155

* * *

AGENCY: Transportation, Department of
SYSTEM: Historical Transit Data Base

DESCRIPTION:

This system provides information, compiled by the Minnesota Department of Transportation (Mn/DOT), on historical trends and determinations of actual monthly performance characteristics of transit systems in Minnesota. Information contained within the system includes operating expenses such as taxes and fees; administrative, vehicle, operation, and insurance charges; revenues such as passenger fares, federal operating grants and contracts, and school bus and charter revenues; capital expenses such as those for vehicles, lifts, and radio equipment; and operating statistics such as passenger counts, vehicle miles, and revenue miles. The system contains operating information from 1980 to the present.

PRODUCED MATERIALS:

Cost/revenue, detail summary, and performance summary reports produced monthly, quarterly, or annually by individual, peer group, all systems, or any combination thereof; and operating reports produced as needed are generated from the system.

CONTACT PERSON: Randy Halvorson/John Tubbesing

PHONE: (612) 297-2068

ADDRESS: Room 815 Transportation Bldg.
John Ireland Boulevard

CITY: St. Paul

STATE: MN ZIP: 55155

AGENCY: Transportation, Department of
SYSTEM: Automatic Traffic Recorder - Rural Areas

DESCRIPTION:

This system provides information on the Minnesota Department of Transportation's traffic count for Minnesota rural area roads. Information contained within the system includes traffic volumes for Minnesota roads by hour and by day.

PRODUCED MATERIALS:

An annual report is generated from the system.

PUBLICATION:

Automatic Traffic Recorder Data Summary (Rural)

FREQUENCY:

Annually

CONTACT PERSON: Rod Heuer

PHONE: (612) 296-1663

ADDRESS: Rm 813 Transportation Building
John Ireland Boulevard

CITY: St. Paul

STATE: MN ZIP: 55155

* * *

AGENCY: Transportation, Department of
SYSTEM: Automatic Traffic Recorder - Twin Cities Area

DESCRIPTION:

This system provides information on the Minnesota Department of Transportation's traffic count for the seven county Twin Cities Metropolitan Area. Information contained within the system includes the traffic volumes on Minnesota roads by hour and by day.

PRODUCED MATERIALS:

An annual report is generated from the system.

PUBLICATION:

Seven County Metro Area Automatic Traffic Recorder Data
Summary

FREQUENCY:

Annually

CONTACT PERSON: Dudley Gjersvig

PHONE: (612) 296-1664

ADDRESS: Rm 813 Transportation Building
John Ireland Boulevard

CITY: St. Paul

STATE: MN ZIP: 55155

AGENCY: Transportation, Department of
SYSTEM: County Segment Listing

DESCRIPTION:

This system provides information, compiled by the Minnesota Department of Transportation (Mn/DOT), on all county state aid highways within the state of Minnesota. Information contained within the system includes termini, length, type of surface, year of construction, traffic, proposed needs, construction costs, unit prices, needs cost, and apportionment cost per segment.

PRODUCED MATERIALS:

New listings printed annually, usually in December, and sent to each Minnesota county engineer and all the Minnesota Department of Transportation district state aid engineers are generated from the system.

CONTACT PERSON: Ken Hoeschen
ADDRESS: Rm 420 Transportation Building
 John Ireland Boulevard
 CITY: St. Paul STATE: MN ZIP: 55155
PHONE: (612) 296-1660

* * *

AGENCY: Transportation, Department of
SYSTEM: Municipal Segment Listing

DESCRIPTION:

This system provides information on all municipal state aid highways within Minnesota. Information contained within the system includes terminal, length, type of surface, year of construction, traffic, proposed needs, construction costs, unit prices, needs cost, and apportionment cost per segment.

PRODUCED MATERIALS:

An annual listing, usually printed in December and sent to each Minnesota city engineer and all the Minnesota Department of Transportation's district state aid engineers, is generated from the system.

CONTACT PERSON: Ken Straus
ADDRESS: Rm 420 Transportation Building
 John Ireland Boulevard
 CITY: St. Paul STATE: MN ZIP: 55155
PHONE: (612) 296-1662

AGENCY: Transportation, Department of
SYSTEM: County Photos (Aerial Photography)

DESCRIPTION:

This system provides information on the Minnesota Department of Transportation's copies of aerial photographs of Minnesota counties. The photographs are purchased from the Federal Agriculture Stabilization and Conservation Service. The maps are drawn to a scale of one inch equals 1,633 inches (1"=1,633). The system contains information from 1930 to the present.

PRODUCED MATERIALS:

Reproductions of the photographs are generated from the system.

PUBLICATION:

Index sheets

FREQUENCY:

CONTACT PERSON: Photo Library PHONE: (612) 296-3033
ADDRESS: Rm 711 Transportation Building
 John Ireland Boulevard
CITY: St. Paul STATE: MN ZIP: 55155

* * *

AGENCY: Transportation, Department of
SYSTEM: U.S. Geological Topographic Maps

DESCRIPTION:

This system provides information on maps received by the Minnesota Department of Transportation from the U.S. Geological Survey (USGS). Information contained within the system includes maps which provide topography, roads, houses, lakes, and other similar information. The U.S. Geological Survey provides the Minnesota Department of Transportation with ten copies of the maps, if additional copies are needed they are purchased. The system is updated as new maps are received.

PRODUCED MATERIALS:

An index and a 20 X 28 paper map are generated from the system.

CONTACT PERSON: Photo Library PHONE: (612) 296-3033
ADDRESS: Rm 711 Transportation Building
 John Ireland Boulevard
CITY: St. Paul STATE: MN ZIP: 55155

AGENCY: Waste Management Board
SYSTEM: Hazardous Waste Reporting System

DESCRIPTION:

This system provides summary and marketing information on, compiled by the Minnesota Waste Management Board (WMB), on hazardous wastes generated in Minnesota. Information contained within the system includes the manifest file which provides the names, addresses, and types of firms that generate hazardous waste, descriptions of the wastes shipped off-site, and how wastes were disposed of or were reused; and the disclosure file which provides reports from companies on how they are planning to manage the wastes they generate. The system is updated as new information is received.

PRODUCED MATERIALS:

Summary reports, produced on request, of waste types, firm types, waste management methods, the amounts of waste produced, and location of waste produced; and marketing reports, produced on request, on the shipment and disposal of hazardous waste showing company and facility specific information on waste management methods are generated from the system.

CONTACT PERSON: David Cera
ADDRESS: 1350 Energy Lane
CITY: St. Paul

PHONE: (612) 649-5742
STATE: MN ZIP: 55108-5254

* * *

AGENCY: World Trade Center Board
SYSTEM: World Trade Center Audience

DESCRIPTION:

This system provides information on individuals and companies which the Minnesota World Trade Center Board has worked with, both foreign and domestic, engaged in international trade in the upper midwest section of the United States. Information contained within the system includes product or service description; export or import; percent of international sales; company type such as nonprofit, profit, or government; company function such as manufacturer, service provider, commodity, or other; company focus such as agriculture, high-tech, medical, or other; number of employees; countries involved with; and other similar information. The system is updated continually.

PRODUCED MATERIALS:

Occasional computer printouts, mailing labels, and CRT display screens are generated from the system.

CONTACT PERSON: Janeen McAllister
ADDRESS: 1300 Conwed Tower
CITY: St. Paul

PHONE: (612) 297-4811
STATE: MN ZIP: 55101

INDEX

<u>SUBJECT</u>	<u>PAGE</u>
Accountants	1
Advertising	52
Aerial Photographs	56,57
Agricultural Statistics	4,43
Agriculture	2,3,4,49
Aircraft	26,49
Annexations	35,43
Apprentices	14,23
Architects	4
Assessors	5
Attitudes	31
Auto Ownership	30
Aviation	26
Bee Handlers	2
Bridges	50
Building Permits	32,34
Cities	6,25,35,44,46,47
Construction	12,28,32,33,34,50
Consumer Issues	5,7,15
Corporations	7,9,25,35,41,49,58
Counties	6,18,25,44,45,46
Crime	27
Crops	4,43
Dairy	2
Demographic Statistics	10,25,26,30,42
Dentists/Dental Corporations	9
Economic Development	17,27,33,47
Economic Statistics	6,13,18,32
Education	10,11
Electric Utilities	13
Electricians/Electrical Contractors	12
Employment	18,19,20,21,30,32,33, 42
Engineers	4
Environment	12
Environmental Impact	12
Exports	49
Farms	4,43
Fertilizers	2
Fish	37
Food Handlers	2

INDEX

<u>SUBJECT</u>	<u>PAGE</u>
Food Inspections	2,3
Grain Inspections	3
Grant Programs	17,22,43,47
Hazardous Materials	36,37,58
Health Care	15,16
Highways	28,50,51,52,55,56
Horse Racing	38
Hospitals	16
Housing	16,27,32,33,34,42
Income	10,13,26,30,31,42,44
Industrial Parks	34
Inspections	2,3,14
Insurance	7,8
International Trade	49,58
Iron Range	17
Job Applicants	20
Job Training	22
Jobs	20,47
Jockeys	38
Labor Disputes	24
Labor Force	18,42,45
Lakes	37
Land Supply	29,43
Land Surveyors	4
Land Use	27,29,46
Landscape Architects	4
Licenses	1,2,4,5,8,9,12,14,15, 35,38,48
Liquor Stores (Municipal)	6
Livestock	2,4
Local Government Statistics	6,11,18,30
Manufacturing	32
Maps	27,46,49,57
Mediation	24
Medical Corporations	25
Minerals	43

INDEX

<u>SUBJECT</u>	<u>PAGE</u>
Notaries	7,9
Nurseries	2,3
Nursing Homes	15
Office Parks	34
Optometrists/Optometric Corporations	35
PCBs	37
Pesticides	2
Pests	3
Plant Industries	3
Plumbers/Plumbers Apprentices	14
Plumbing	14
Pollution	36,37
Population	33,42,44,45,46
Prevailing Wages	22
Public Accountants	1
Real Estate	7,32,53
Research Tools	42
Retail Sales	32,34
Rivers	36,37
School Districts	11
Securities	7
Shipping	40
Shopping Centers	34
Small Business	48
Soils	46
Stables	38
Taxation/Taxes	11,13,31,39,40,47,49
Townships	6,46
Traffic	52,53,54
Transit	38,51,52
Transportation	38,42,47,51,52,53,56
Travel Time to Work	42
Tree Inspectors	3
Unemployment	18,32
Unemployment Insurance	19
Utilities	13

INDEX

<u>SUBJECT</u>	<u>PAGE</u>
Vocational Education	10
Wages & Salaries	19,20,22
Waste Management	36,58
Water	14,15,36,37
Wells	15
Women	10
Workers' Compensation	1,24
Zip Codes	26