



**Data on Individuals
Maintained by the City of Maplewood**

January 2026

This document identifies the name, title and address of the Responsible Authority for the City of Maplewood and describes private or confidential data on individuals maintained by the City of Maplewood (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of the City of Maplewood's procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 130.05, subd. 5). In addition to the employees listed, the City's Responsible Authority/Data Practices Compliance Official and Designees, Department Heads, General Counsel and City Attorneys will also have access to all not public data on an as needed basis as part of a specific work assignment.

Direct all questions about this document to the City of Maplewood Responsible Authority/Data Practices Compliance Official (DPCO):

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Data Maintained by Many or All City Departments

Table 1 List of Private and Confidential Data Common to All Departments

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Social security numbers	In part or in whole.	Private	MS 13.355	Certain employees on an as needed basis as part of specific work assignment.
Sealed bids/RFPs	The name and dollar amount prior to the due date, including the number received. All other data remain private until the selection or until the contract has been negotiated.	Private	MS 13.591; MS 13.37	Certain employees on an as needed basis as part of specific work assignment.
Financial account data	Checking/savings account numbers, credit card numbers, etc.	Private	MS 13.37	Certain employees on an as needed basis as part of specific work assignment.

Data Maintained by Administration Department

Table 2 List of Private and Confidential Data Maintained by Administration Department

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Applicants for appointment to a public body	All data collected as a result of an application to a public body are private except: name, city, education and training, employment history, volunteer work, awards and honors, prior government service, veteran status. Once appointed the following additional data becomes public: residential address, phone number or email address, or both.	Private	MS 13.601	City manager, administrative assistant, city council, commission staff liaison; certain employees on an as needed basis as part of specific work assignment.
Elected/appointed officials correspondence	Letters and electronic correspondence with city council/commission members.	Private	MS 13.601	City council/commission members; certain employees on an as needed basis as part of specific work assignment.
Labor relations information	Management positions that have not been presented during the collective bargaining process or interest arbitration, including	Private/nonpublic	MS 13.37	HR, city manager, city council, certain employees on an as needed basis as

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
	information collected or created to prepare the management position.			part of specific work assignment.
Employee suggestion data/employee identity	The identity of an employee when submitting data to the city on ways to cut costs, make city operations more efficient.	Private	MS 13.43 (7)(a)	City manager, department heads; certain employees on an as needed basis as part of specific work assignment.

Data Maintained by Attorneys

Table 3 List of Private and Confidential Data Maintained by Attorneys

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Pending civil legal action	Data collected or retained as part of an active investigation in a pending civil legal action.	Confidential	MS 13.39	City attorney; certain employees on an as needed basis as part of specific work assignment.

Data Maintained by City Clerk's Office

Table 4 List of Private and Confidential Data Maintained by City Clerk's Office

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Sealed absentee ballots	Absentee ballots prior to opening by election officials.	Private	MS 13.37	Election officials, absentee ballot board members
Mailed copies of candidate's proof of residence	Proof of residence submitted by mail by a candidate filing an affidavit of candidacy.	Private	MS 204B.9	City clerk; certain employees on an as needed basis as part of specific work assignment.
Licensing data	Tax return, bank account statement when submitted to obtain a business license.	Private	MS 13.204D	City clerk, business licensing specialist; certain employees on an as needed basis as part of specific work assignment.
Candidate's home address	When requested to be private pursuant to MS 204B.06 (1b).	Private	MS 204B.06 1(b)	City clerk; certain employees on an as needed basis

Data Maintained by Community Development and

Table 5 List of Private and Confidential Data Maintained by Community Development and Planning

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Appraisal data-city generated	Appraised values of individual parcels for the purpose of acquiring or selling land through purchase or condemnation until the data are submitted to a condemnation commissioner, presented in court in condemnation proceedings or the negotiating parties enter into an agreement.	Confidential	MS 13.44 (3a)	City planners, community development director, city attorney, city council, planning commissioners, city manager; certain employees on an as needed basis as part of specific work assignment.
Appraisal data-owner generated	Appraised values of individual parcels presented by the owners of individual parcels who have received an offer by the city to purchase their property until the negotiating parties enter into an agreement.	Private	MS 13.44 (3b)	City planners, community development director, city attorney, city council; planning commissioners, city manager; certain employees on an as needed basis as part of specific work assignment.
Real property complainant data	The identities of individuals who file complaints concerning potential	Confidential	MS 13.44 (1)	Code enforcement officer, city attorney, building officials and inspectors, city

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
	violations of laws and ordinances related to the use of real property.			attorney; certain employees on an as needed basis as part of specific work assignment.
Real property and building code violations	Code violation records collected or created as part of an active investigation in a pending civil or criminal legal action.	Confidential	MS 13.44 (2) MS 13.39 MS 13.82 (7)	Code enforcement officer, city attorney, building officials and inspectors, city attorney; certain employees on an as needed basis as part of specific work assignment.
Planning surveys/questionnaires	Names and addresses of individuals and the legal description of property owned by individuals when collected for the purpose of planning, development and redevelopment.	Private	MS 13.59(1)	City planners, city attorney, city council, city manager; certain employees on an as needed basis as part of specific work assignment.
TIFF or financial assistance/benefit request data before benefit received	Financial information, credit reports, financial statements, net worth calculations, business plans, income/expense projections, balance sheets., customer lists, income tax returns, design, market	Private/ nonpublic	MS 13.591 MS13.59(3)(b)	City manager, city council, appointed consultants, community development director; certain employees on an as needed basis as

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
	and feasibility studies not paid with public funds.			part of specific work assignment.
TIFF or financial assistance/benefit request data after benefit received	Business plans, income/expense projections not related to the assistance provided, customer lists, income tax returns, design, market and feasibility studies not paid with public funds.	Private/ nonpublic	MS 13.591 MS 13.59(3)(b)	City manager, city council, appointed consultants, community development director; certain employees on an as needed basis as part of specific work assignment.

Data Maintained by Finance Department

Table 6 List of Private and Confidential Data Maintained by Finance Department

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Internal auditing data- notes and preliminary drafts of reports	Data, notes and preliminary drafts of reports collected or prepared in connection with an audit or investigation into financial matters until a final report has been	Confidential	MS 13.392 (1)	Internal auditor, state auditor, city attorney, PD investigations; certain employees on an as

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
	published or investigation no longer pursued.			needed basis as part of specific work assignment.
Internal auditing data- identities of individuals supplying information	Data on an individual supplying information for an audit or investigation.	Private	MS 13.392 (2)	Internal auditor, state auditor, city attorney, PD investigations; certain employees on an as needed basis as part of specific work assignment.
Payroll data	Payroll data on city employees and independent contractors except for gross salary, gross pension, benefits, expense reimbursements, payroll time sheets.	Private	MS 13.43 (4)	Finance department staff; certain employees on an as needed basis as part of specific work assignment.

Data Maintained by Fire/EMS Department

Table 7 List of Private and Confidential Data Maintained by Fire/EMS Department

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Ambulance emergency room records; Patient Care Report	Data in the reports prepared by Fire/EMS department in the course of providing health emergency services	Private	MS 144.291 HIPPA	Fire/EMS personnel; certain employees on an as needed basis as part of specific work assignment.
Personally identifiable data (Protected Health Information)	Individually identifiable information such as name, address, birthdate, SSN when correlated with health or medical records.	Private	MS 144.291 HIPPA	Fire/EMS personnel; certain employees on an as needed basis as part of specific work assignment.
Fire/arson investigation reports	Data collected during an active investigation into fire/arson incident except for any data enumerated in MS13.82 (2)(3)(6).	Confidential until the investigation is completed	MS 13.82(7)	Fire department inspectors and investigators, police investigations; certain employees on an as needed basis as part of specific work assignment.

Data Maintained by Human Resources

Table 8 List of Private and Confidential Data Maintained by Human Resources

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Employee personnel file	All data in a personnel file except those public data under MS 13.43 (2) such as the terms and conditions of employment, job title, bargaining unit, education and training background, honors and rewards, previous work experience, date of first and last employment, settlement and buyout agreement data, the existence and status of any complaints, the final disposition of a disciplinary action including the specific reasons for the action.	Private	MS 13.43 (4)	HR staff, department heads, supervisors; certain employees on an as needed basis as part of specific work assignment.
Employee discipline data-not substantiated	Any data related to the investigation into a charge/complaint that did not result in a discipline.	Private	MS 13.43 (4)	HR staff, department heads, supervisors; certain employees on an as needed basis as part of specific work assignment.

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Employee medical file	Employee medical file to include health insurance related data, medical data, report of injury, FMLA file, short and long term disability data, worker's comp data; emergency contact information, benefit enrollment forms, employee dependent(s) data, etc.	Private	MS 13.43 (4)	HR staff, department heads, supervisors; certain employees on an as needed basis as part of specific work assignment.
Job applicant data	All data submitted for the purpose of applying for a job within the city except for veteran status, relevant test scores, rank on eligible list, job history, education and training, work availability, names of applicants when considered as finalist for the position.	Private	MS 13.43 (3)	HR staff, department heads, supervisors; certain employees on an as needed basis as part of specific work assignment.
Contractor/subcontractor employee data	Personal telephone numbers, home addresses, email addresses, except for prevailing wage purposes	Private	MS 13.43 (19)	HR staff, department heads, supervisors; certain employees on an as needed basis as part of specific work assignment.

Data Maintained by Information Technology and Communications

Table 9 List of Private and Confidential Data Maintained by Information Technology and Communications

Name of Records, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Electronic access data	Data about a person's access to the city's website or other computer systems for the purpose of gaining access to information, transferring data or using city services and includes the individual's IP address, cookies information, geographic computer information, duration of access, person's activity on the website, etc.	Private	MS 13.15	IT staff; certain employees on an as needed basis as part of specific work assignment.
Subscription/notification data	Telephone numbers, email addresses, user names, passwords collected, maintained or received for notification purposes or as part of a subscription list for the city's electronic periodic publications.	Private	MS 13.356	IT staff; certain employees on an as needed basis as part of specific work assignment.

Data Maintained by Parks and Natural Resources

Table 10 List of Private and Confidential Data Maintained by Parks and Natural Resources

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Mailing list, roster and enrollment data for recreational program participants	Program participants' identifying data including names, addresses, phone numbers or any other data that identifies the individual.	Private	MS 13.548	P&R staff; certain employees on an as needed basis as part of specific work assignment.

Data Maintained by the Police Department

Table 11 List of Private and Confidential Data Maintained by Police Department

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
911 audio recording	The audio recording of a 911 call with respect to the individual making the call.	Private	MS 13.82 (4)	Police officers, investigators and records staff on an as needed basis.
Criminal investigative data	Data collected as part of an ongoing criminal investigation	Confidential	MS 13.82 (7)	Police officers, investigators and records staff on an as needed basis.

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
	except for data enumerated in MS 13.82 (2), (3) and (6).			
Child abuse/neglect identity data	Active or inactive investigative data that identify a victim of child abuse/neglect.	Private	MS 13.82 (8) MS 260E	Police officers, investigators and records staff on an as needed basis.
Child abuse/neglect investigative data	Child abuse data that become inactive under MS 13.82 (7) (a) and (b) and that relate to the alleged abuse/neglect by a person responsible for child's care.	Private	MS 13.82 (9) MS 260E	Police officers, investigators and records staff on an as needed basis.
Child abuse/neglect reporter identity	The identity of a reporter.	Confidential	MS 13.82 (8) MS 260E	Police officers, investigators and records staff on an as needed basis.
Recordings of child abuse victims	A copy of a recording in which a child victim gives statement about a physical or sexual abuse.	By court order only	MS 13.821	Police officers, investigators and records staff on an as needed basis.

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Vulnerable adult identity data	Active or inactive investigative data that identify a victim of vulnerable adult maltreatment.	Private	MS 13.82 (10) MS 626.557	Police officers, investigators and records staff on an as needed basis.
Vulnerable adult maltreatment investigative data	Vulnerable adult investigative data that become inactive under MS 13.82 (7) (a) and (b) and that relate to the alleged maltreatment by a caregiver or facility.	Private	MS 13.82 (11) MS 626.557	Police officers, investigators and records staff on an as needed basis.
Vulnerable adult maltreatment reporter identity	The identity of a reporter.	Confidential	MS 13.82 (10) MS 626.557	Police officers, investigators and records staff on an as needed basis.
Protected identities	The following protected identities: victims of criminal sexual conduct, sexual extortion, sexual trafficking; certain informants; persons placing a 911 call in a mental health emergency situation; other identities due to substantiated threat.	Private	MS 13.82 (17)	Police officers, investigators and records staff on an as needed basis.

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Identity of an arrested, cited or incarcerated juvenile	Except their age and sex and unless related to an extended jurisdiction juvenile prosecution.	Private	MS 260B.171 MS13.82 (2)	Police officers, investigators and records staff on an as needed basis
Juvenile offender data- delinquent or allegedly delinquent	Records on juveniles who are delinquent or allegedly delinquent with certain exceptions listed in MS 260B.171 (5).	Private	MS 260B.171	Police officers, investigators and records staff on an as needed basis
Juvenile adult court traffic offender	Petty misdemeanor or DWI traffic violation charges.	Private	MS 260B.225	Police officers, investigators and records staff on an as needed basis
National Night Out Participant List	Names, addresses, phone numbers, email addresses of participants.	Private	MS 13.37	Police officers, investigators and records staff on an as needed basis
Predatory offender identity and registration data	For those assigned level 1 and 2. Limited release of data on offenders level 3.	Private	MS 243.166	Police officers, investigators and records staff on an as needed basis
State accident reports	Accident reports submitted to the commissioner of public safety required by MS 169.09.	Private	MS 169.09	Police officers, investigators and records staff on an as needed basis

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Firearms data	All data pertaining to purchase/transfer of firearms.	Private	MS 13.87 (2)	Police officers, investigators and records staff on an as needed basis
Background check/criminal history	All criminal history data compiled by the BCA except if an individual was convicted, then the offense, sentence, confinement information are public for 15 years following the discharge of the sentence.	Private	MS 13.87 (2)	Police officers, investigators and records staff on an as needed basis
Automatic Expungement of Certain Qualifying Criminal Offenses and Cannabis Criminal Offenses	Pursuant to the Clean Slate Act and Adult-Use Cannabis Act.	Private	MS 609A.055 MS 609A.015	Police officers, investigators and records staff on an as needed basis
Automatic License Plate Reader Data (ALPR)	License plate number, date, time and location, picture of plates, vehicles and vehicle surroundings.	Confidential during an investigation. Private data after an investigation.	MS 13.82 (7) MS 13.824	Police officers, investigators and records staff on an as needed basis

Name of Record, File, Process, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Body Worn Camera (BWC) Data	BWC audio and video data collected, created or maintained by the police department. Exceptions include data that: document a discharge of a firearm by a peace officer, the use of force resulting in substantial bodily harm which are public.	Confidential during an investigation. Private data after an investigation.	MS 13.82 (7) MS 13.825	Police officers, investigators and records staff on an as needed basis
Unmanned Aerial Vehicle Data (Drones)	Collected, created or maintained by the police department. Exceptions include data that: document a discharge of a firearm by a peace officer, the use of force resulting in substantial bodily harm	Private	MS 626.19 (6)(a)	Police officers, investigators and records staff on an as needed basis