



Memorandum

To: Mayor Nelson and Members of the City Council

CC: Daniel Buchholtz, Administrator, Clerk/Treasurer

From: Wanda Brown, Deputy City Clerk

Date: July 23, 2025

Subject: Annual Reporting of the City of Spring Lake Park Data Practice Policy

As required by the Minnesota Government Data Practices Act (MGDPA) and in accordance with the City of Spring Lake Park's Data Practices Policy, staff has completed the annual review and reporting process for data practices compliance. This review ensures that the City's procedures for responding to public data requests, classifying data, and maintaining data security remain current and consistent with state law.

The annual reporting includes an inventory of not public data, updates to designated data practices responsible authorities, and verification that all required public postings and forms are accurate and accessible. No significant changes were needed to the policy this year, but staff continues to monitor legislative updates and best practices to ensure ongoing compliance.

This memo serves to inform the Mayor and City Council of the completion of the annual reporting requirement. Should any changes to the policy be necessary in the future, they will be brought before the Council for review and approval.

Please do not hesitate to contact me with any questions or if you require additional details regarding the City's Data Practices Policy or reporting process at 763-784-6491.