
PUBLIC RECORDS REQUESTS REPORTS – 2022 AND 2023

Presenter: Dina Manis, City Clerk

Date: April 16, 2024



TRANSPARENCY

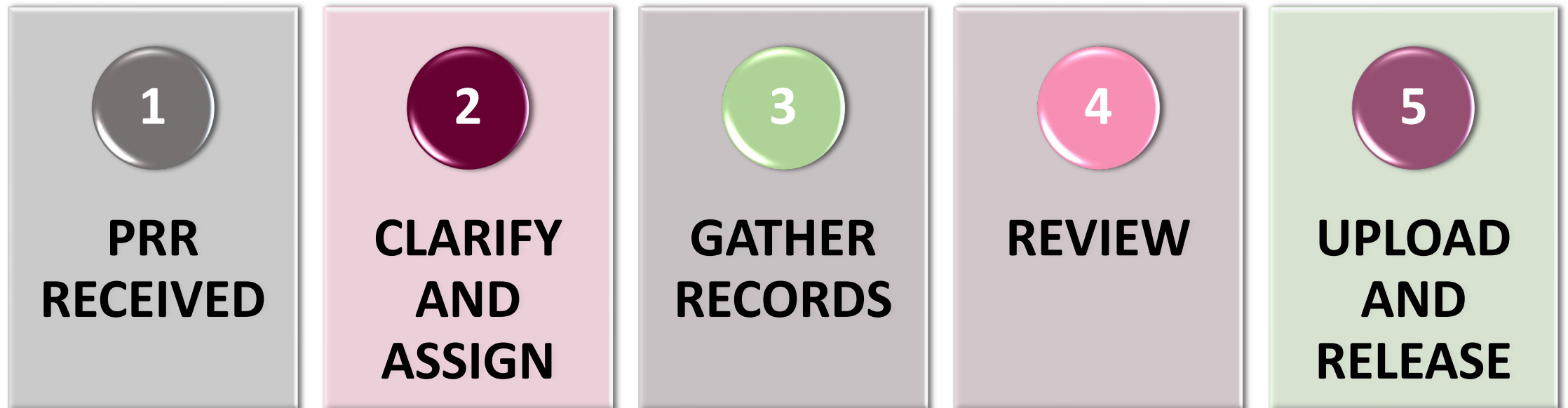
OPEN GOVERNMENT

PARTICIPATION

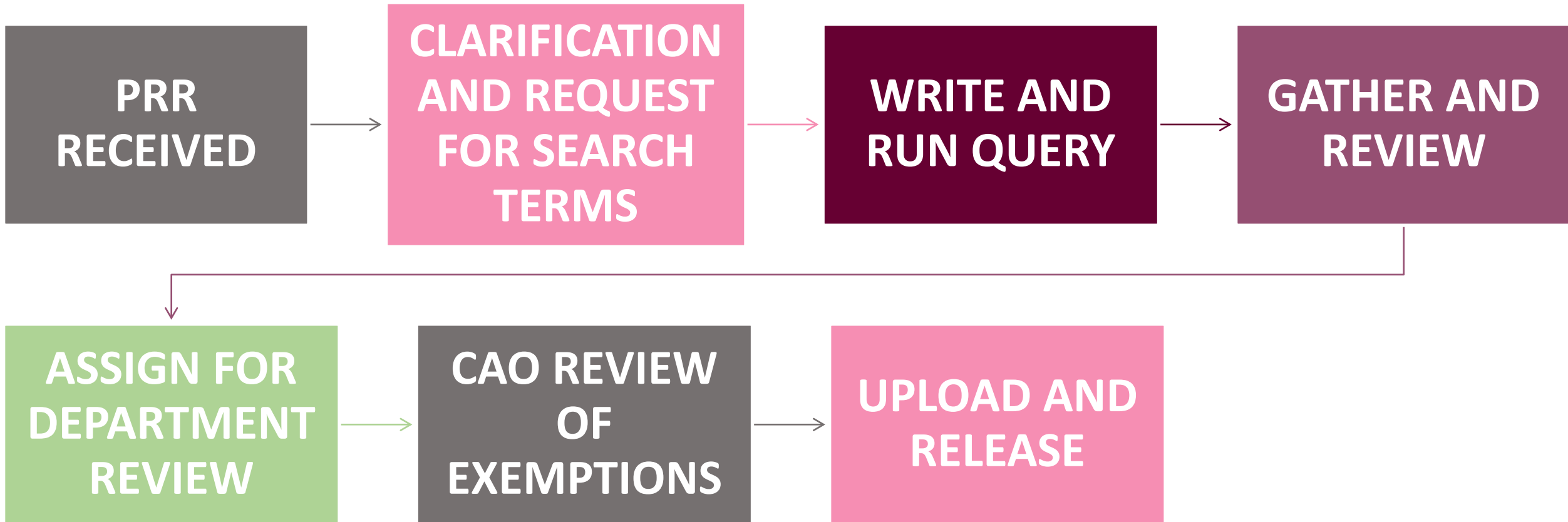
COLLABORATION



PUBLIC RECORDS REQUEST PROCESS



eDISCOVERY PROCESS



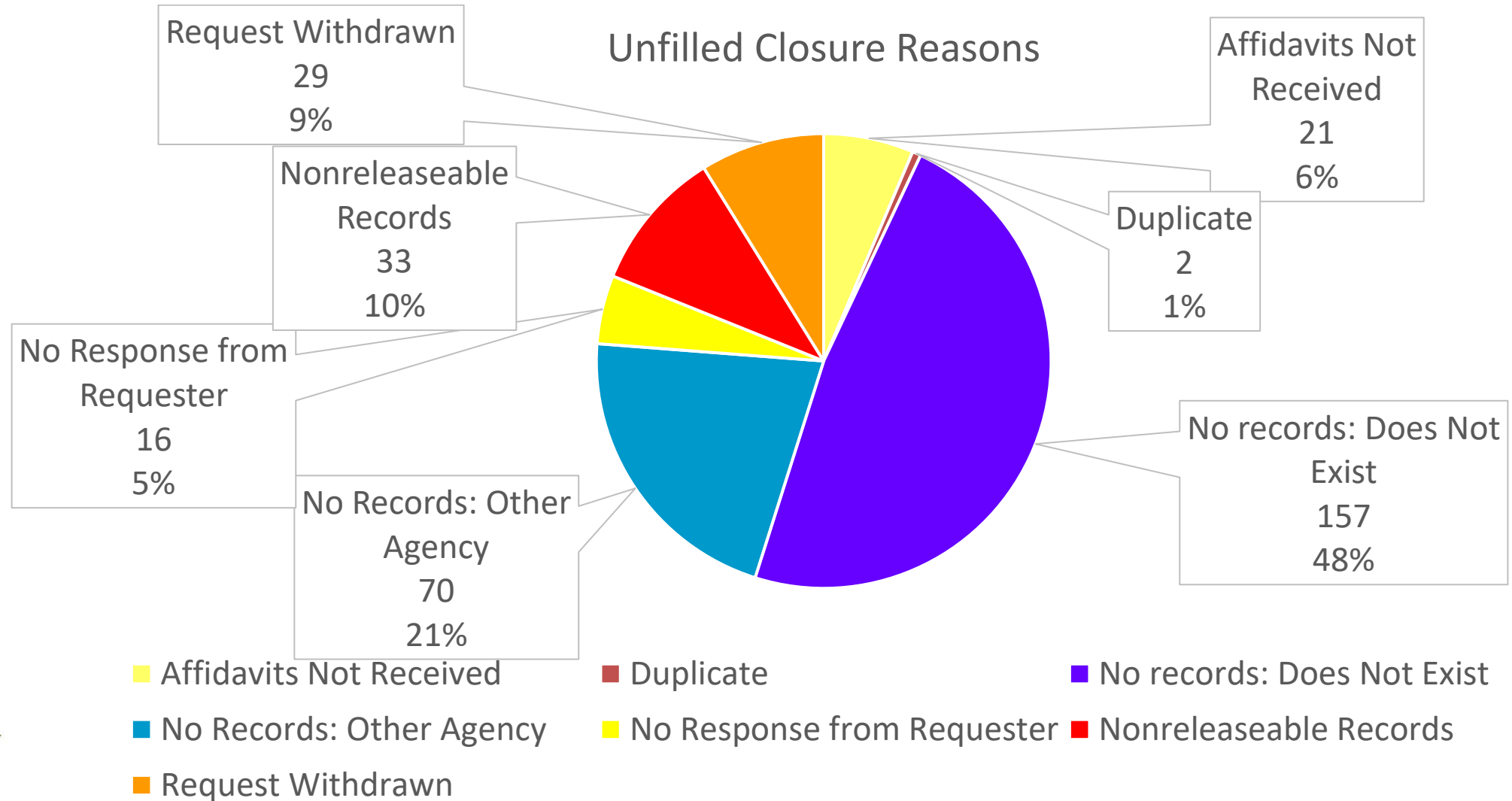
2022
REPORT
DATA

Departments (Nature of Request)	Fulfilled	Unfilled	Duplicate	Total/Dept
City Attorney's Office	1			1
City Clerk	72	50		122
City Manager's Office	1			1
Ciro	1			1
Finance	27	13	1	41
Fire	123	32	5	160
Housing & Comm Services	4	4		8
Human Resources	3	1		4
Information Technology	2	1	1	4
Multiple	224	70	12	306
PED	371	119	12	502
Police	107	30	5	142
Recreation & Parks	1			1
Transp. & Public Works	10	5		15
Water	10	3		13
Grand Total	957	328	36	1321

2023
REPORT
DATA

Departments (Nature of Request)	Fulfilled	Unfilled	Duplicate	Total/ Dept.
City Attorney's Office	3			3
City Clerk	16	126	46	189
Code Enforcement	27	2		29
Community Engagement	1			1
Finance	37	3	1	41
Fire	122	37	1	166
Housing & Comm Svs	2	1		3
Human Resources	4	1		5
Multiple	218	48	3	275
PED	251	145	1	412
Police	121	35		157
Transp & Public Works	20	4		24
Water	5	6		11
Grand Total	827	408	52	1316

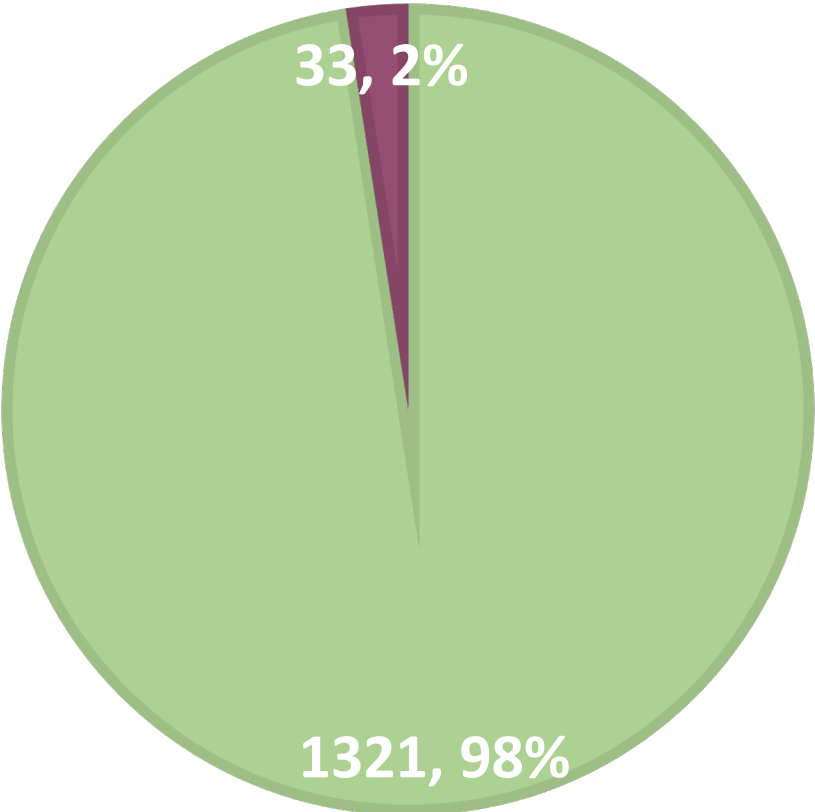
2022 UNFILLED REQUESTS



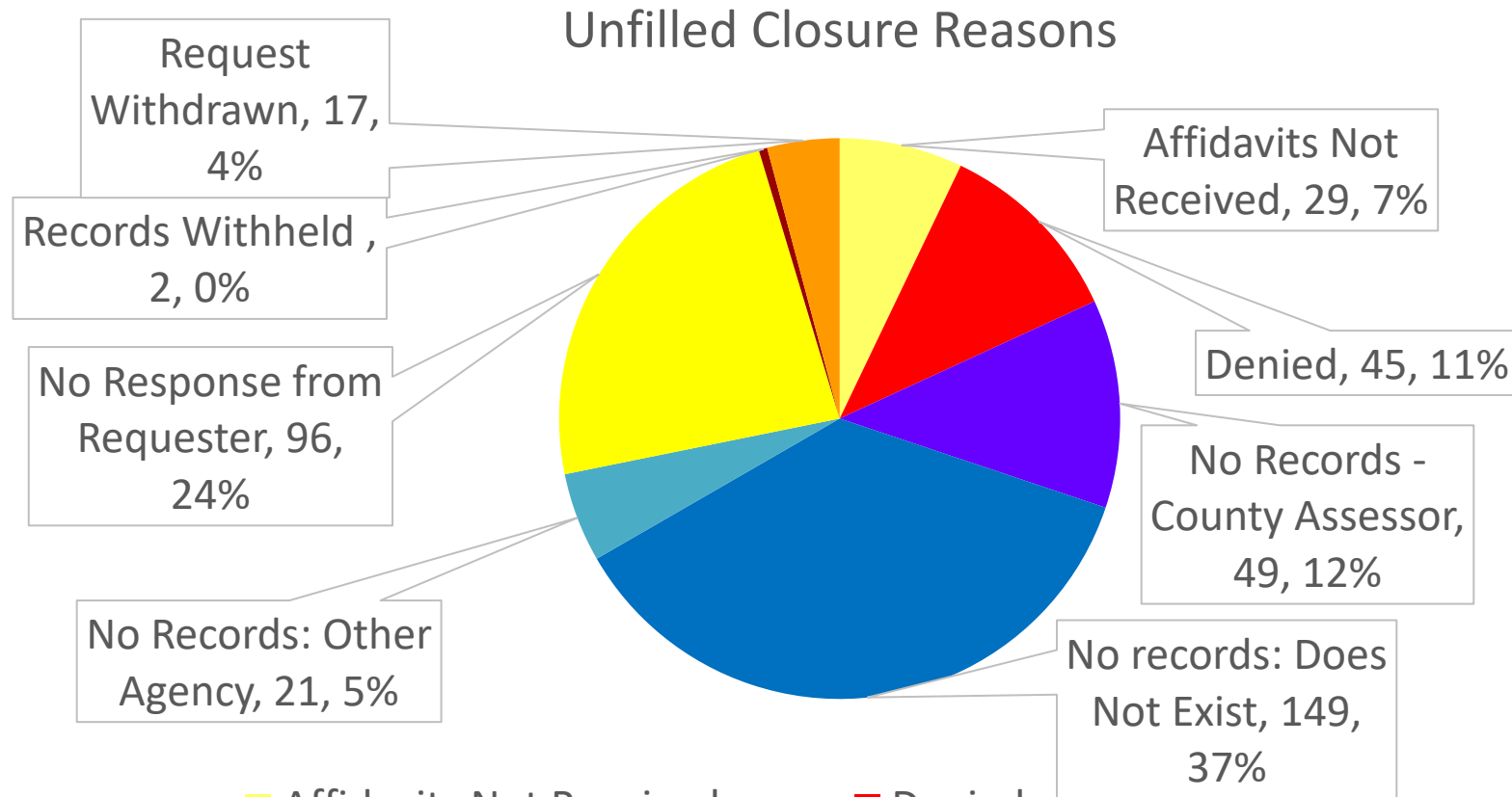
2022 UNFILLED REQUESTS DUE TO EXEMPTIONS

ACTUAL UNFILLED

■ Total Received ■ Unfilled



2023 UNFILLED REASONS



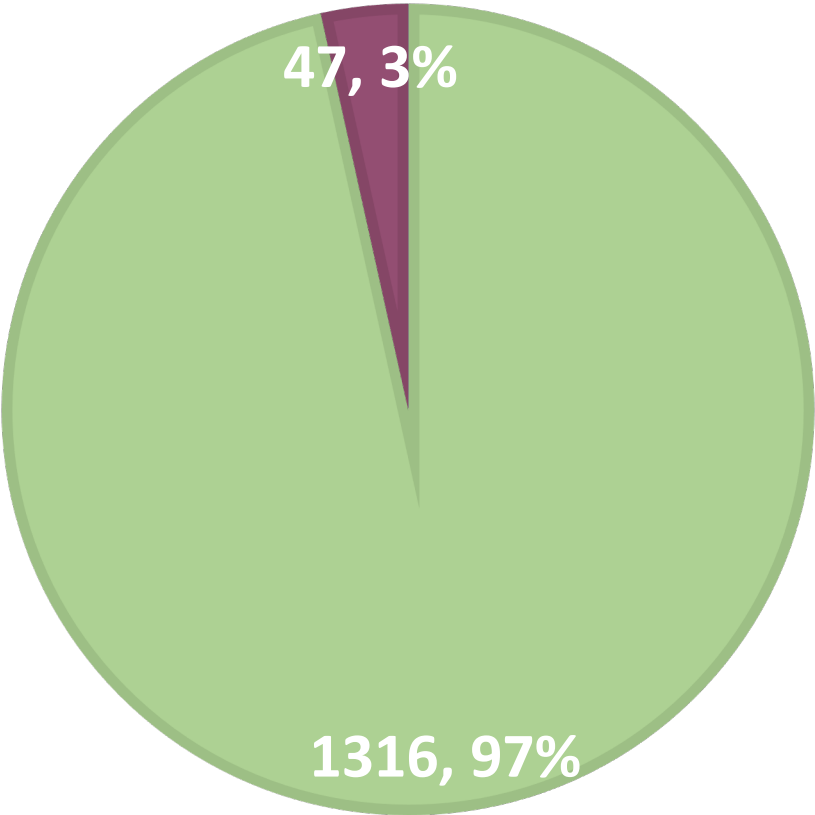
- Affidavits Not Received
- Denied
- No Records - County Assessor
- No records: Does Not Exist
- No Records: Other Agency
- No Response from Requester
- Records Withheld
- Request Withdrawn



2023 UNFILLED REQUESTS DUE TO EXEMPTIONS

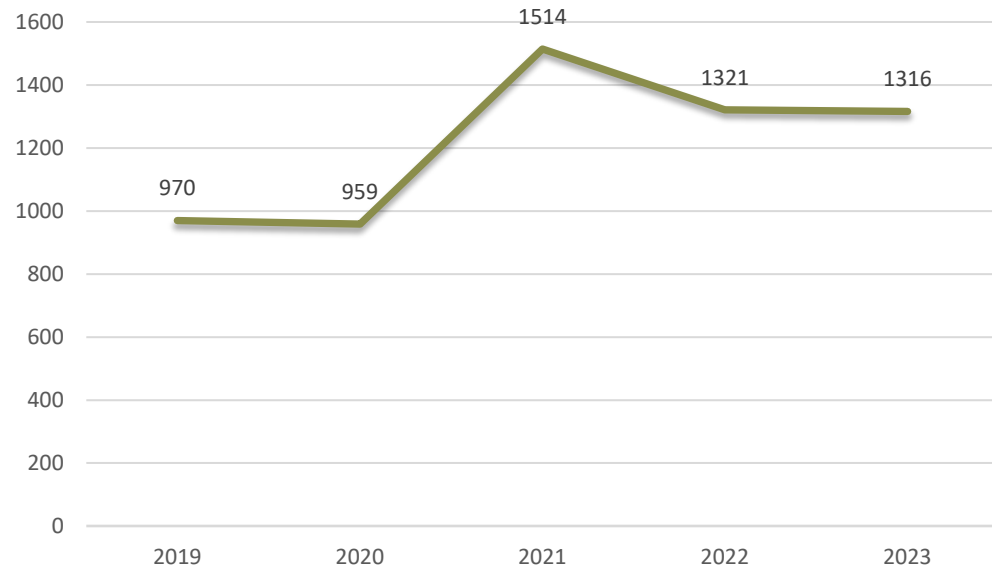
ACTUAL UNFILLED

■ Total Received ■ Unfilled

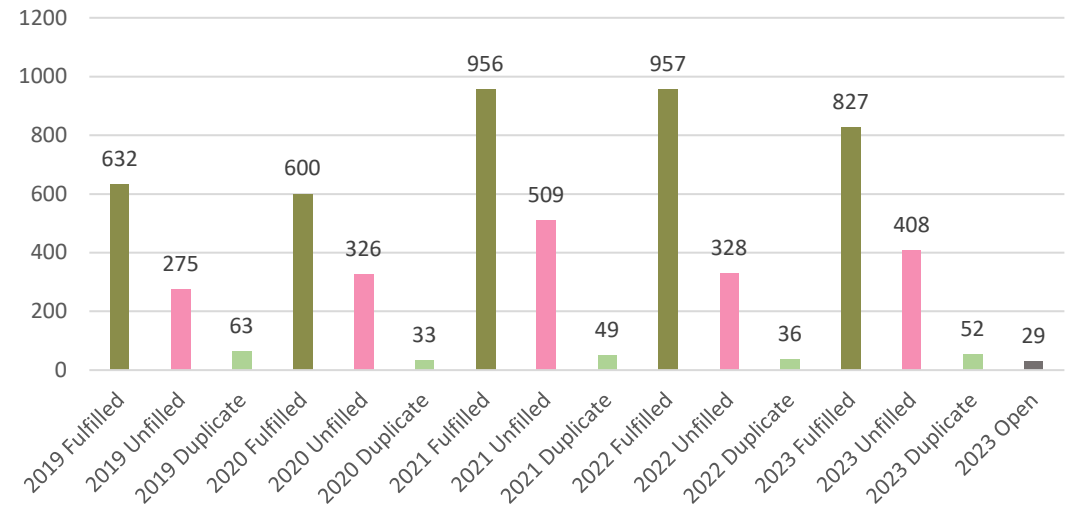


5 YEAR SNAPSHOT

Total Requests Per Year



Requests Per Year



REQUESTER DATA

YEAR	# OF REQUESTS	# OF REQUESTERS
2022	1321	821
2023	1316	839



RECOMMENDATION

- It is recommended by City Clerk's Office that the Council, by motion, accept the 2022 and 2023 Annual Public Records Requests Reports and provide direction on how future reports should be presented to City Council.



QUESTIONS?

