



CITY OF SANTA ROSA 2022 PUBLIC RECORDS REQUEST REPORT

Under Chapter 1-10 Open Government, Article 3 of the Santa Rosa City Code, “the Public Records Coordinator shall prepare a tally and report of all record requests brought before it. The report shall, at a minimum, identify the total number of requests, nature of the requests, number of requests fulfilled, number of requests unfulfilled, and the reason they were not filled.”

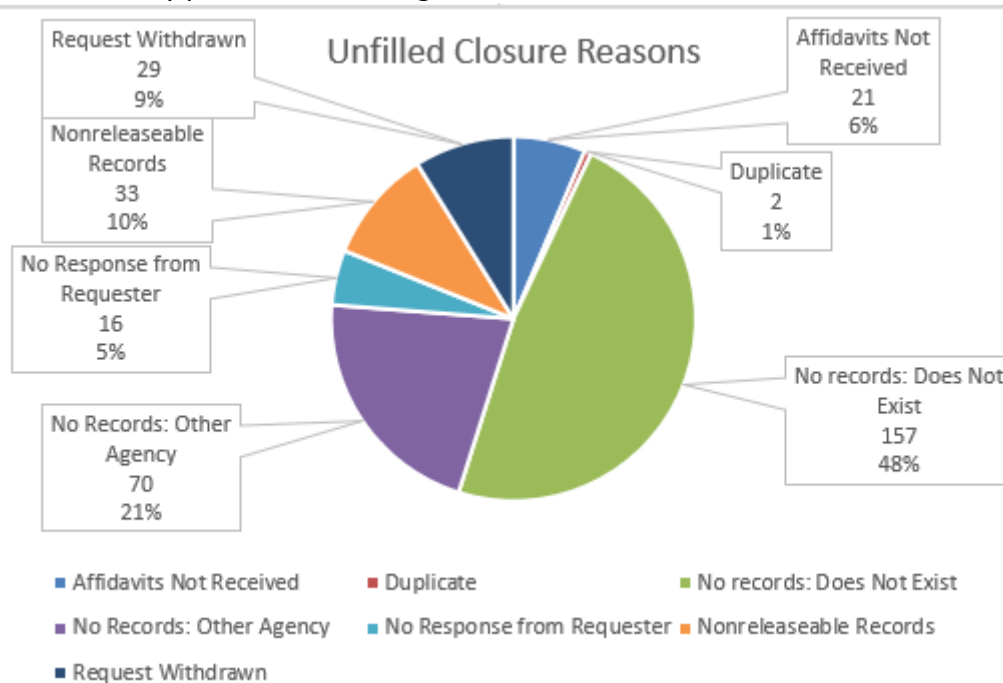
The 2022 report is the first Public Records Report being presented since the adoption of the Open Government Ordinance in 2020 establishing this requirement within City Code. In addition to the minimum requirements identified in City Code, the City Clerk, as the Public Records Coordinator, has provided additional information related to a year over year look back at the volume of Public Records request received over the last 4 years.

Departments (Nature of Request)	Count of Fulfilled	Count of Unfilled	Count of Duplicate	Total Per Dept.
City Attorney's Office	1			1
City Clerk	72	50		122
City Manager's Office	1			1
Communications and Intergovernmental Relations	1			1
Finance	27	13	1	41
Fire	123	32	5	160
Housing & Community 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
Transportation & Public Works	10	5		15
Water	10	3		13
Grand Total	957	328	36	1321

Types of Requests

- City Clerk – Legislation, eDiscovery, Form 700, historical records
- City Attorney’s Office – Generally assigned for exemption review
- City Manager’s Office (CMO) – Contracts managed by CMO
- Communications and Intergovernmental Relations (CIRO) – Requests from News sources, assigned as an FYI
- Finance – Unclaimed monies, new business list, business license, some contracts unless specifically managed by other departments
- Fire – Fire incident reports, Certified Unified Program Agencies (CUPA) & hazardous materials related records, fire inspection reports, fire code violations, fire permits
- Housing & Community Services – Rental assistance reports, Mobile home records, Housing allocation plans
- Human Resources – Employment contracts, salary list
- Information Technology – Network backups, city held camera footage

- Planning and Economic Development (PED) – Building plans, building permits, site plans, conditional use permits, code enforcement records, soil reports, encroachment permits, parcel maps, certificate of occupancy, grading permits, easement plans, short-term rental documentation
- Police – Police reports, Computer Aided Dispatch (CAD) logs, Officer involved incidents reports, transparency records
- Rec & Parks – park maintenance records, park plans, swimming pool chemical logs
- Transportation and Public Works – Capital Improvement Program (CIP) project documents, traffic engineering studies, bus footage, road maintenance records, traffic signal timing reports
- Water – Utility permit, water usage



Non-releasable records

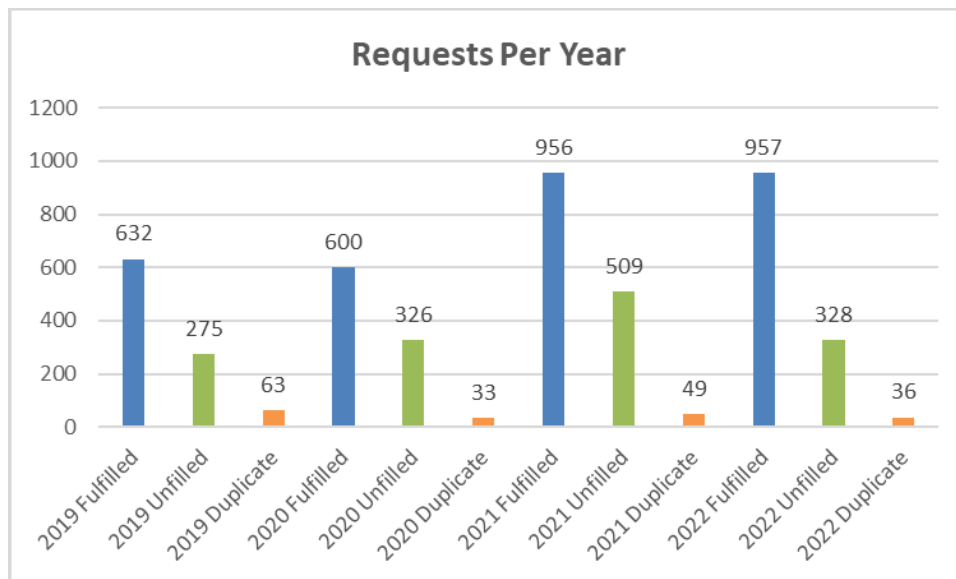
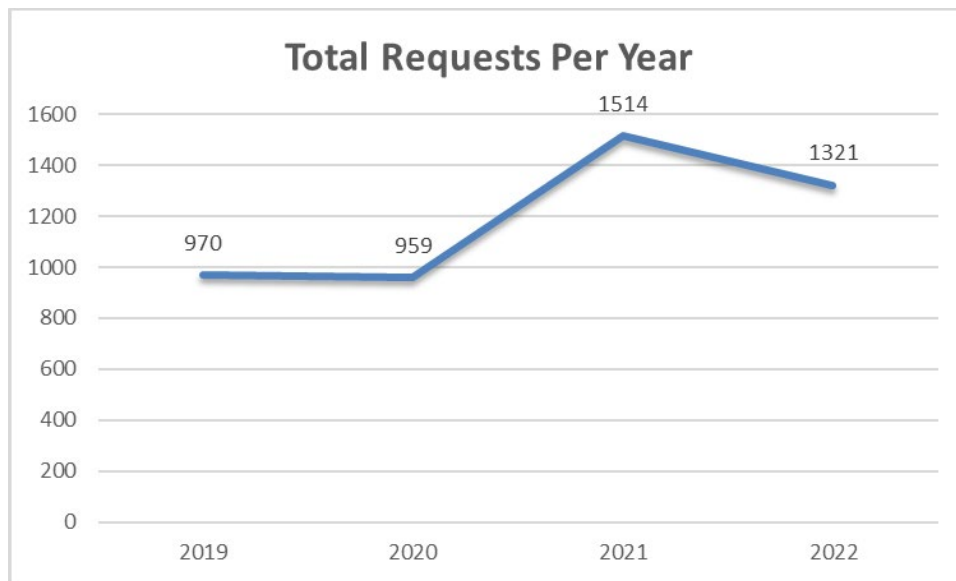
Draft documents, certified payroll records, bank plans, deliberative process, attorney client privilege or attorney work product, open law enforcement investigations, law enforcement officer personal contact information, records retentions schedules, personal contact/complainant information, and appraisals are exempt from disclosure per specific Government Codes.

Ex: The requested records have been withheld or redacted pursuant to California Government Code § 7927.700 [medical, personnel, etc. which would cause an unwarranted invasion of personal privacy], § 7927.705 [other records that may be exempt pursuant to federal or state law], and § 7923.600 [records of complaints to, or investigations conducted by...any state or local police agency], Haynie v. Superior Court (2001) 26 Cal.4th 1061, 1071.

Request Withdrawn

Generally, requests are withdrawn because a requester found the records on their own or decided they did not need them anymore.

4 Year Snapshot



Unique Requester Data

Although not a requirement of the City Code Chapter 1-10 Open Government, Article 3, the Open Government Implementation Task Force heard the initial Annual Public Records Request Report in March 2024, and requested unique requester data be provided for future reports. In 2022, 821 unique requesters submitted a total of 1,321 public records requests.