



CITY OF SANTA ROSA 2023 PUBLIC RECORDS REQUESTS 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.”

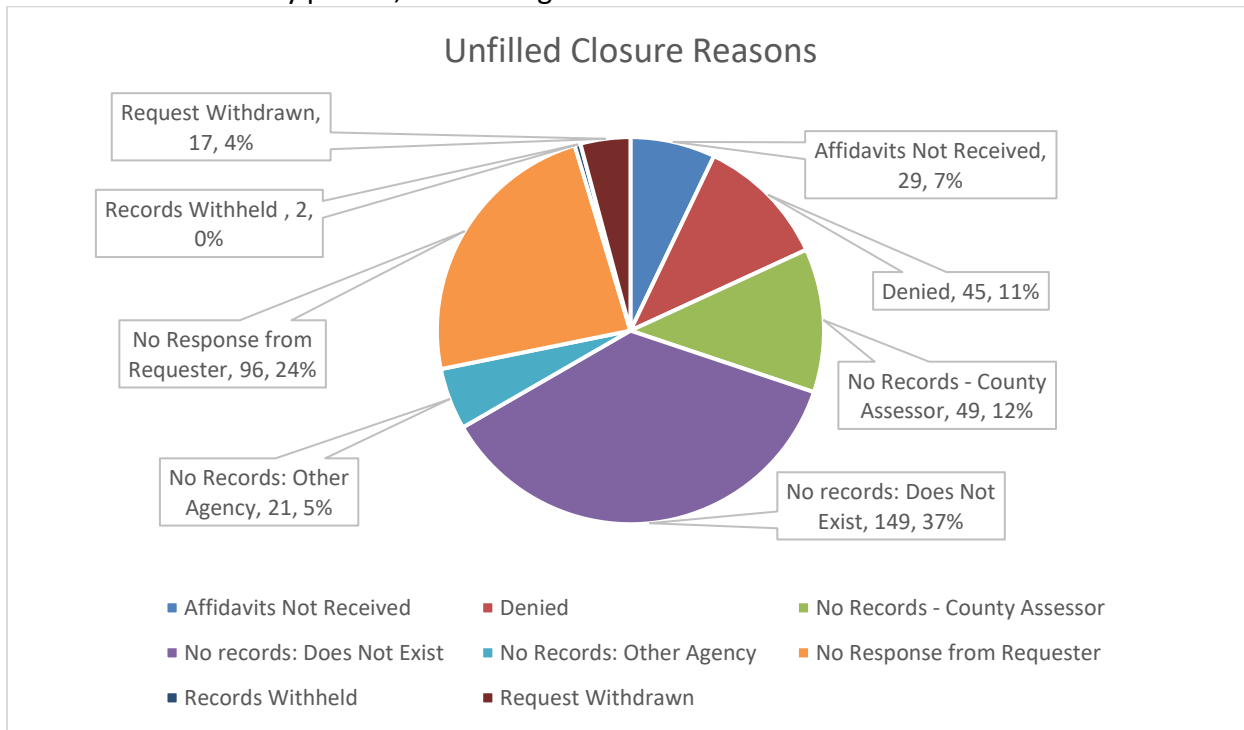
In addition to the minimum requirements identified in City Code, the City Clerk, as the Public Records Coordinator, has provided additional information related to a year over year look back at the volume of Public Records request received over the last 4 years.

	Count of Open	Count of Fulfilled	Count of Unfilled	Count of Duplicate	Total Per Dept.
City Attorney's Office		3			3
City Clerk	1	16	126	46	189
Code Enforcement		27	2		29
Community Engagement		1			1
Finance		37	3	1	41
Fire	6	122	37	1	166
Housing & Community Services		2	1		3
Human Resources		4	1		5
Multiple	6	218	48	3	275
PED	15	251	145	1	412
Police	1	121	35		157
Transportation & Public Works		20	4		24
Water		5	6		11
Grand Total	29	827	408	52	1316

Types of Requests

- City Clerk – Legislation, eDiscovery, Form 700, historical records
- CAO – Generally assigned for exemption review
- CMO – Contracts managed by CMO
- 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, CUPA & Hazmat related records, fire inspection reports, fire code violations, fire permits
- Housing & Community Services – Rental assistance reports, Mobile home records, Housing allocation plans
- HR – Employment contracts, salary list
- IT – Network back ups, city held camera footage
- 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, CAD logs, Officer involved incidents reports, transparency records
- Rec & Parks – park maintenance records, park plans, swimming pool chemical logs

- TPW – CIP project documents, traffic engineering studies, bus footage, road maintenance records, traffic signal timing reports
- Water – Utility permit, water usage



Non-releasable records

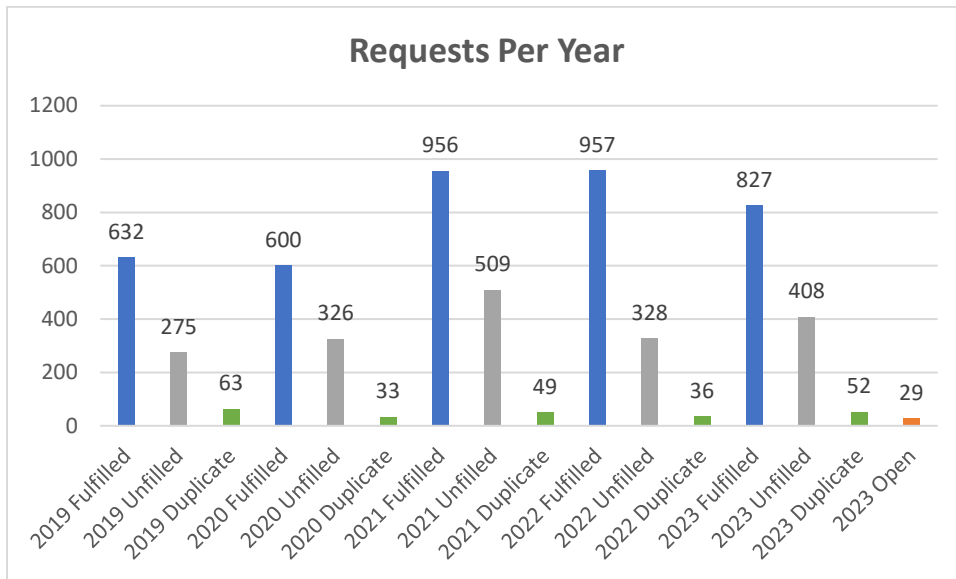
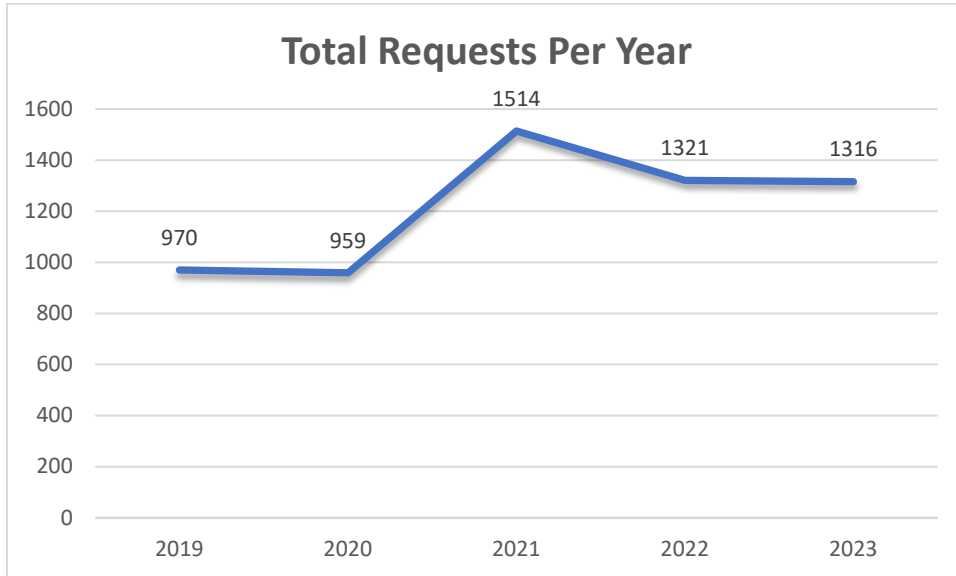
Draft documents, certified payroll records, bank plans, deliberative process, attorney client privilege or attorney work product, open law enforcement investigations, law enforcement officer personal contact information, records retention schedules, personal contact/complainant information, and appraisals 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.

5 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 2023, 839 unique requesters submitted a total of 1,316 public records requests.