



California Public Records Act Requests Status Presentation

San Leandro City Council

December 16, 2019

City Clerk's Office





California Public Record Act (“CPRA”) Requests

- **Excellent response rate**
- **The number of requests has increased 85% in last two years**
 - **increases strain on staff resources**
- **Why?**
 - **Increase in civil engagement, changes in law, and use of technology.**

California Public Record Act



- **Requires the City to make public records available for inspection or duplication upon request.**
 - **Respond with acknowledgment within 10 calendar days**
 - **Provide information as requested and acknowledged.**

Typical Processing of a CPRA request



- **CPRA is received**
 - Request entered into Excel tracking sheet
 - Request distributed to other City Departments/Divisions
 - Requester notified of city's receipt of request
 - Monitor and obtain responses from other departments
 - Notify requester if City has records and time necessary to produce
- **Obtain all responsive records from all departments as appropriate.**
 - Review documents for privacy/copyright
 - Redact documents as necessary
- **Provide requestor with responsive records**



Associated Time and Cost

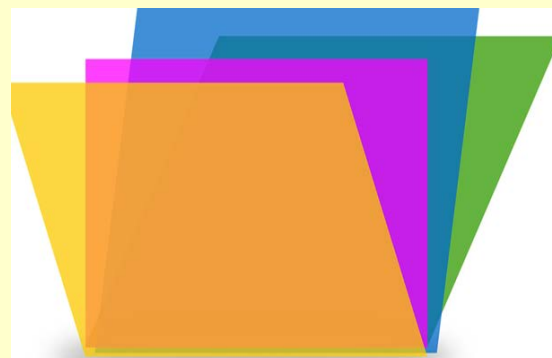
- **Can't recover costs in most cases**
 - Some exceptions for copies and production in different forms
- **Hard to accurately track time**
 - No CPRA tracking program
 - Varying complexities and time (2-100+ hours each)
 - May impact multiple staff at various levels over many departments
 - Not all CPRA requests come through the City Clerk Office

Volume of Public Record Act Requests - Citywide

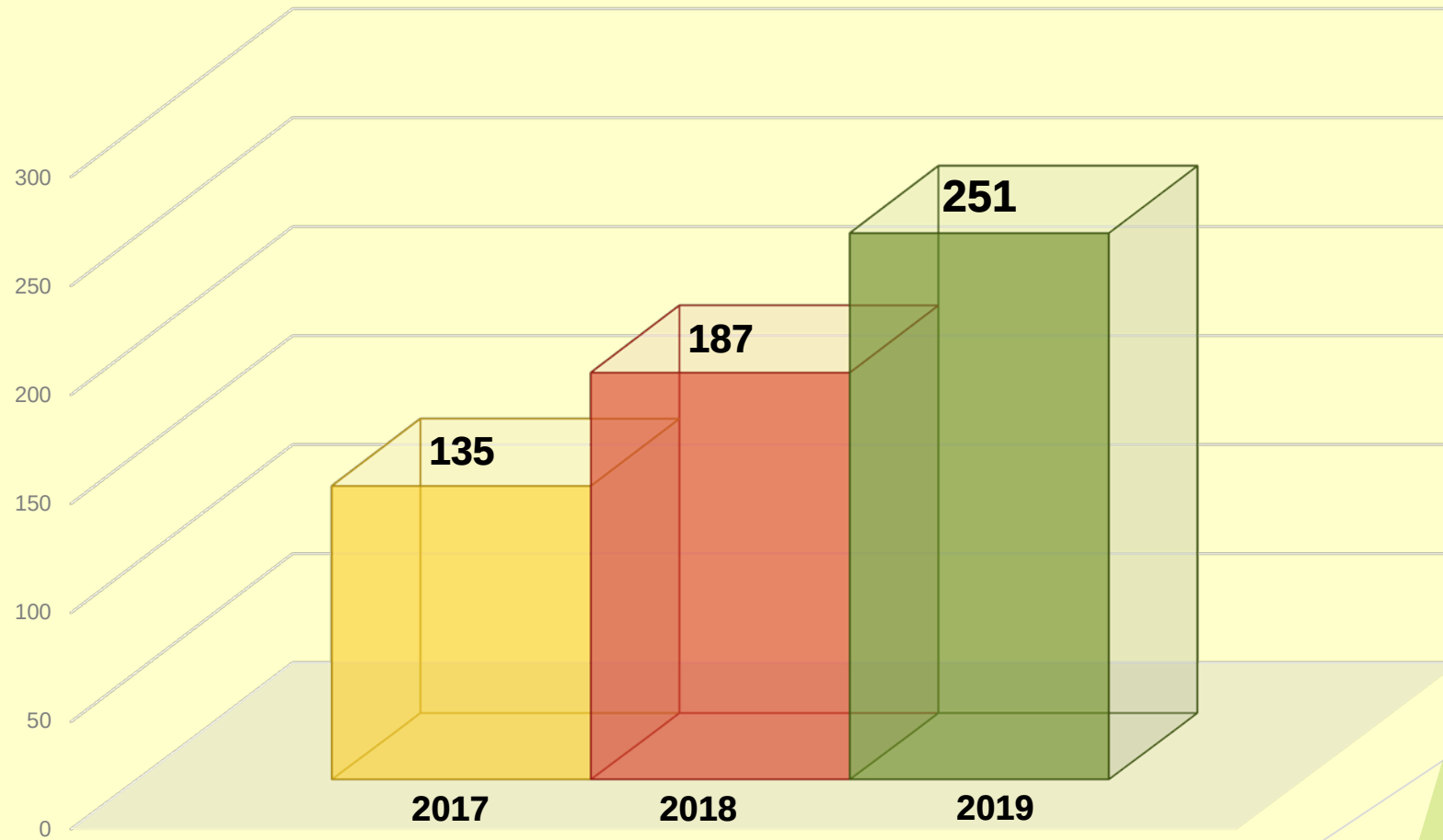


2017	135
2018	187
2019 (through November 30, 2019)	251

Over the last two years, there has been an
85% increase in the volume of CPRA requests.



Volume of Public Record Act Request Citywide



Public Record Requests by Department



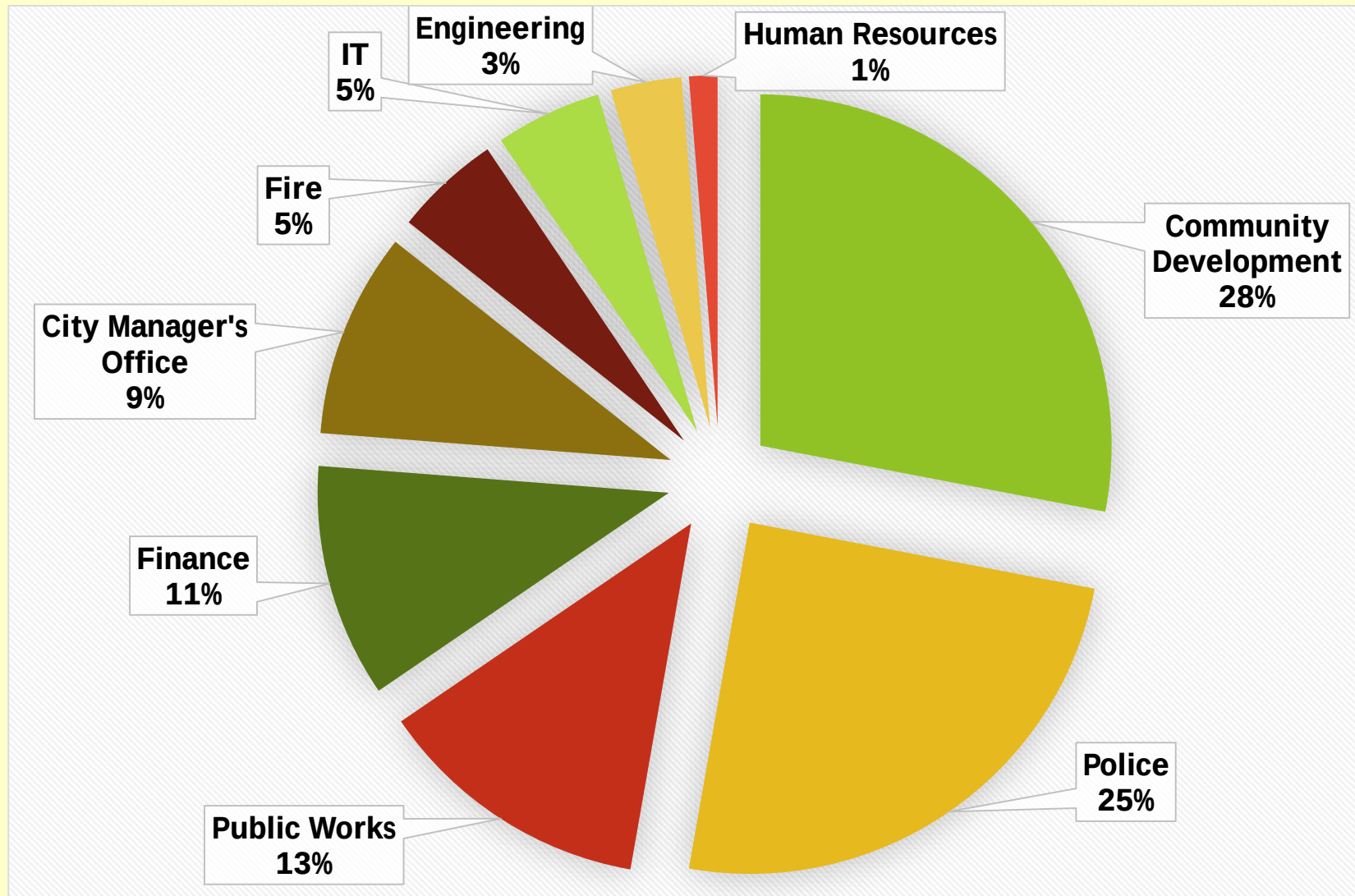
Departments that have received requests and their percentage of the overall total*

Community Development	86	28%
Police	76	25%
Public Works	39	13%
Finance	33	11%
City Manager's Office	29	09%
Fire	15	05%
Information Technology	15	05%
Engineering & Transportation	10	03%
Human Resources	04	01%

***56 of the 251 requests hit multiple Departments**



Public Record Requests by Department



Impacts of SB 1421 – Publicly Accessible Police Records



- Requests involve researching additional files – increasing staff time (no mechanism to easily identify a SB 1421 incident)
- Sorting and redacting Body Camera Video is extremely labor intensive
- Police Department's CPRA requests have more than doubled in the first 10 months of 2019, compared to all of last year

Impacts of SB 1421 – Publicly Accessible Police Records



Total Police Department Public Record Act Requests:

2016	36
2017	38
2018	34
2019 (through Nov. 11, 2019)	76

102% Increase in PD CPRA requests over 2018

Questions

