



# California Public Records Act Requests Status Presentation

San Leandro City Council

December 16, 2019

City Clerk's Office



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# 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

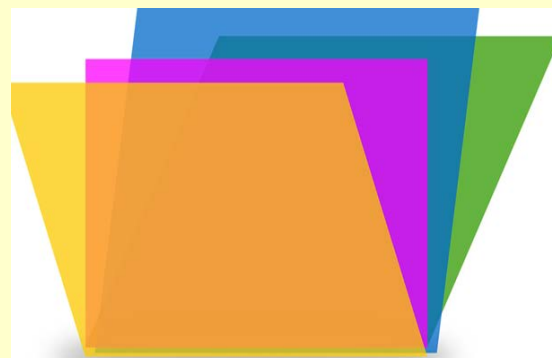
- Can't recover costs in most cases
  - Some exceptions for copies and production in different forms
- Hard to accurately track time
  - No CPRA tracking program
  - Varying complexities and time (2-100+ hours each)
  - May impact multiple staff at various levels over many departments
  - Not all CPRA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

# Volume of Public Record Act Requests - Citywide

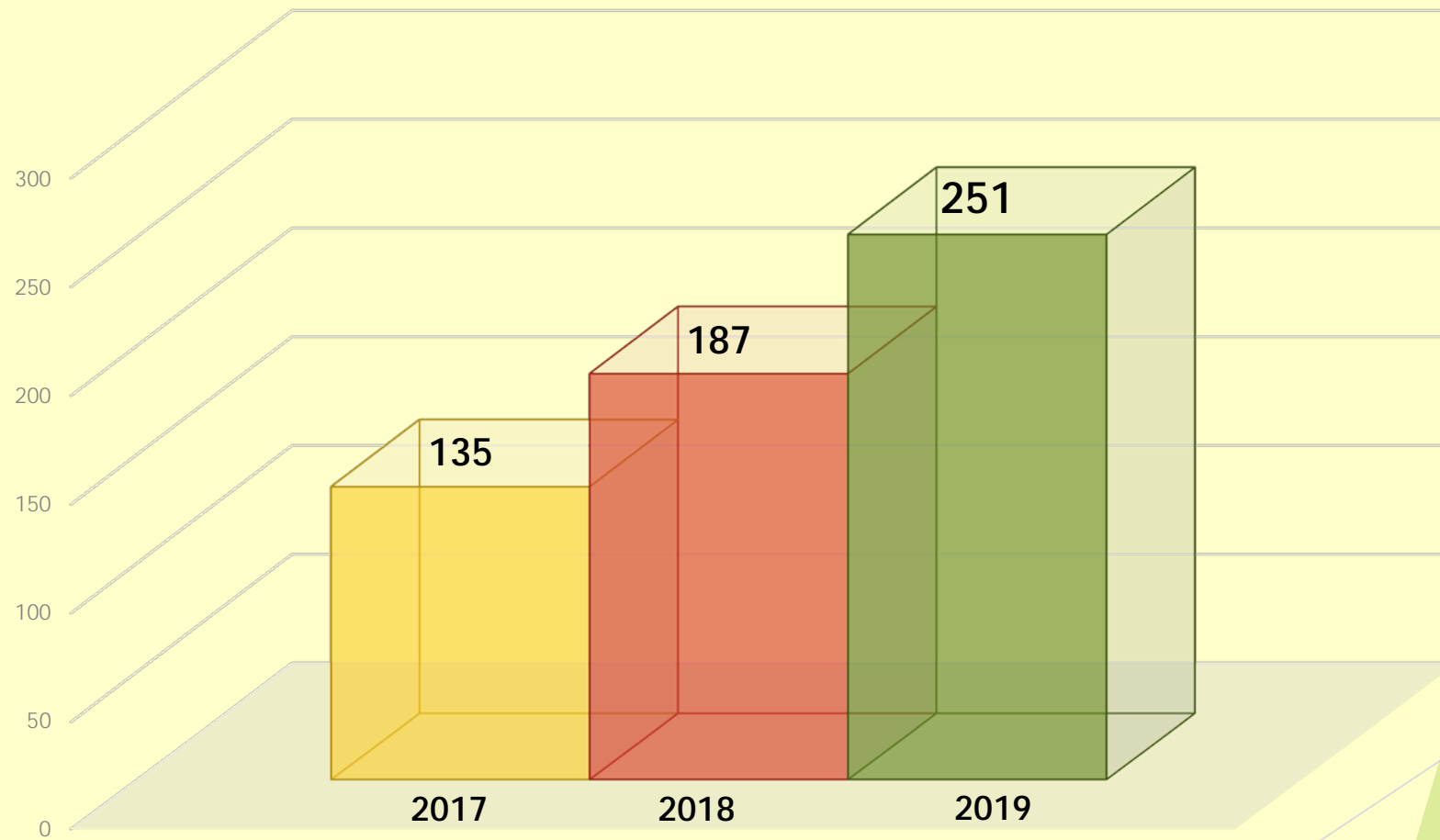


2017	135
2018	187
2019 (through November 30, 2019)	251

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\*

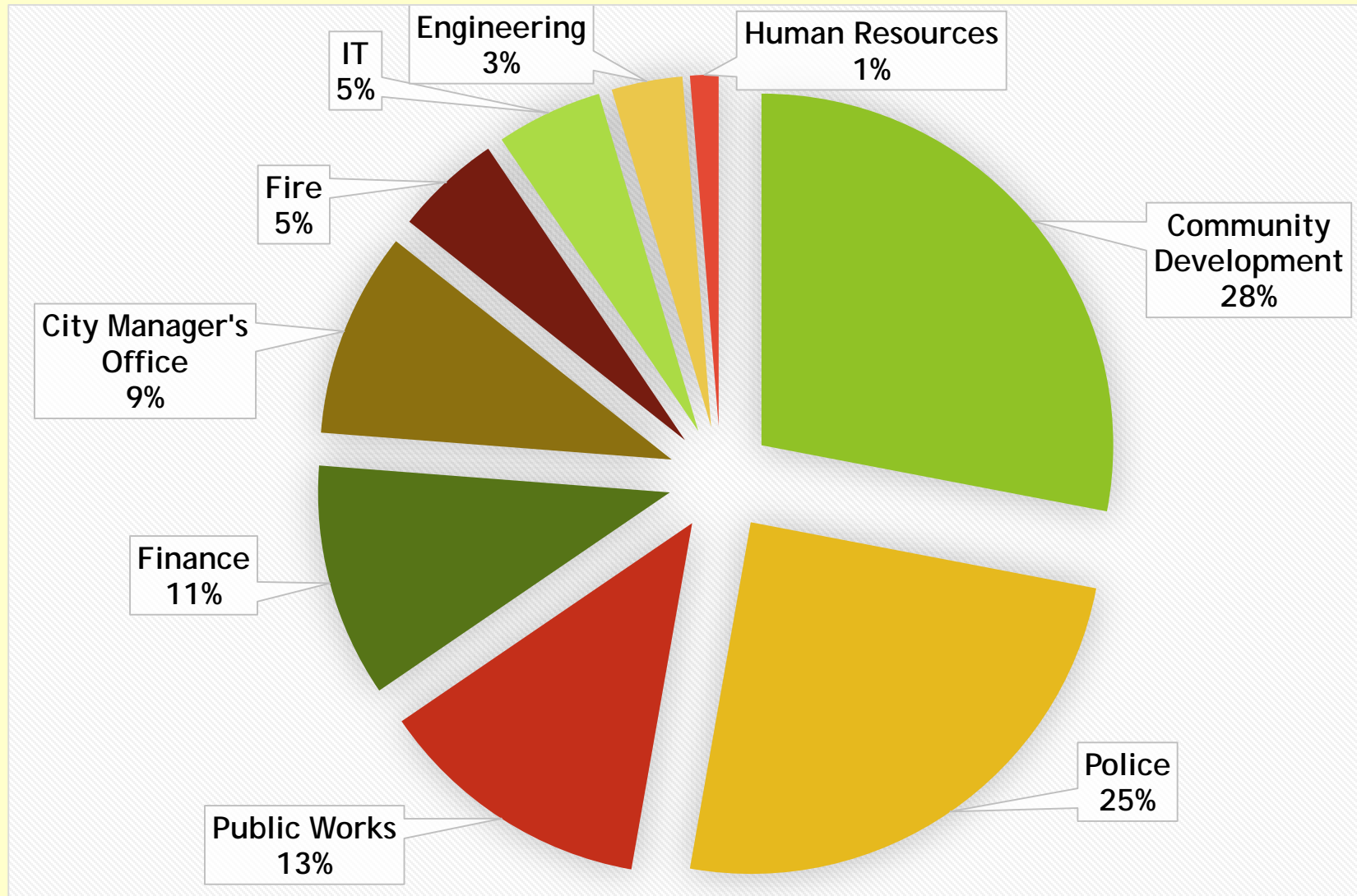
Community Development	86	28%
Police	76	25%
Public Works	39	13%
Finance	33	11%
City Manager's Office	29	09%
Fire	15	05%
Information Technology	15	05%
Engineering & Transportation	10	03%
Human Resources	04	01%

\*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

