



**TO:** Elizabeth Pauli, City Manager  
**FROM:** James Kauffman, Public Records Office  
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**PRESENTER:** James Kauffman & Morgan Medley, Public Records Office  
**SUBJECT:** Public Records Office 2019-2023 Public Disclosure Requests Data  
**DATE:** June 4, 2024

**PRESENTATION TYPE:**  
Informational Briefing

**SUMMARY:**  
Attached you will find a summary of the Public Records Office team and workflow, then a brief overview of the public disclosure process – what consists of a request; who makes requests; to which City departments the requests are made; and, how long it takes to complete requests.

**BACKGROUND:**  
Going over the Public Disclosure Requests Data for the period of 2019 to 2023.

**ISSUE:**  
This is an information briefing only.

**ALTERNATIVES:**  
This is an information briefing only. There are no alternatives presented.

**FISCAL IMPACT:**  
This is an information briefing only. There is no fiscal impact.

**RECOMMENDATION:**  
This is an information briefing only. There is no recommendation.