



## Legislation Details (With Text)

**File #:** ID18-0502    **Version:** 1    **Name:**  
**Type:** Resolution    **Status:** Mayor's Office  
**File created:** 4/10/2018    **In control:** City Council  
**On agenda:** 4/19/2018    **Final action:** 4/19/2018  
**Title:** \*\*\*RESOLUTION - Revising the Public Records Act policy to provide certain documents over the counter (Subject to Mayor's veto)  
**Sponsors:** Office of the City Clerk  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Reso- Establishing the PRA Policy.pdf, 2. FINAL AO 8-4 Public Records Act Policy and Procedure.pdf

Date	Ver.	Action By	Action	Result
4/19/2018	1	City Council	adopted	

## REPORT TO THE CITY COUNCIL

**April 19, 2018**

**FROM:** YVONNE SPENCE, City Clerk, MMC  
City Clerk's Office

### SUBJECT

\*\*\*RESOLUTION - Revising the Public Records Act policy to provide certain documents over the counter (Subject to Mayor's veto)

### RECOMMENDATION

Staff recommends approval of this item.

### EXECUTIVE SUMMARY

The Public Records Act was revised to include allowing the City Clerk's Office to provide documents in response to requests for information" over the counter" without going through the process of sending the requests to the City Attorney's Office.

### BACKGROUND

The records located in the City Clerk's Office are public records that have been approved by the City Council and most of these documents are available on-line for the public. Therefore, making an

exception for following the process in the Public Records Act for the City Clerk's Office will make the process more efficient.

## **ENVIRONMENTAL FINDINGS**

NA

## **LOCAL PREFERENCE**

NA

## **FISCAL IMPACT**

NA

Attachments: Revised Public Records Act Resolution  
Revised AO 8-4