

# Public Records Request Public Portal

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# Public Records Request Public Portal

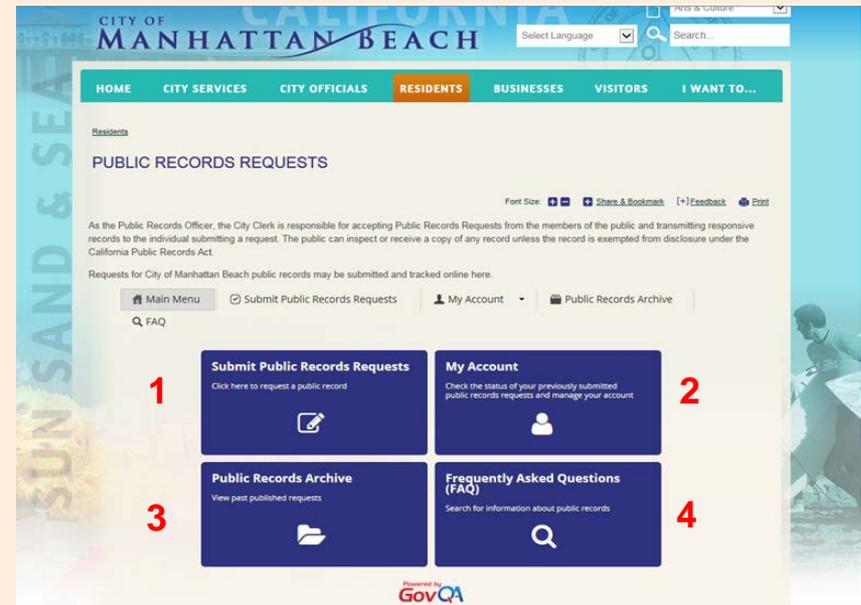
- ▶ As a result of Open Government Initiatives recommended by the Ad Hoc Open Government Subcommittee and prior City Council direction, the City has implemented an online public records request system.
- ▶ Entered into an agreement with GovQA in May 2015.
- ▶ The online system will now automate the public records request process.
  - Prior Public Records Request process will still be an available option.



# Public Records Request Public Portal

## ► Benefits for the public:

- Create own account
- Submit a request any time
- Log in and track status of request
- Receive notifications or relevant documents electronically (when permitted by law)
- Archiving feature
- Frequently Asked Questions (FAQ) to assist public with questions regarding the process and types of records



# Public Records Request Public Portal

- ▶ Benefits for City Staff:
  - Centralization makes easier to track
  - Reminders sent electronically
  - Ability to upload relevant documents
  - Archiving feature

CITY OF MANHATTAN BEACH

Select Language [v] Search...

HOME CITY SERVICES CITY OFFICIALS RESIDENTS BUSINESSSES VISITORS I WANT TO...

Residents

PUBLIC RECORDS REQUESTS

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As the Public Records Officer, the City Clerk is responsible for accepting Public Records Requests from the members of the public and transmitting responsive records to the individual submitting a request. The public can inspect or receive a copy of any record unless the record is exempted from disclosure under the California Public Records Act.

Requests for City of Manhattan Beach public records may be submitted and tracked online here.

Main Menu Submit Public Records Requests My Account Public Records Archive FAQ

Please login to submit and monitor your public records requests. All communications from the agency will be sent directly to your email account.

Email Address:\* [input]  
Password:\* [input]  
Submit

[Forgot Password?](#)

Create Account  
New to the system? Click above.



# Public Records Request Public Portal

- ▶ Creating an account is quick and simple

**Residents**

## PUBLIC RECORDS REQUESTS

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[Main Menu](#) [Submit Public Records Requests](#) [My Account](#) [Public Records Archive](#) [FAQ](#)

### My Information

Please complete as much information as possible. It will provide additional ways to contact you about your requested records, along with more ways to receive documents.

**Email Address:**

**Password:**

**Confirm Password:**

**Title:**

**First Name:**

**Last Name:**

**Phone:**

**Address:**

- ▶ After creating your account, fill out your request details

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### Submit a Request

A public record is any record containing information relating to the conduct of the City's business, and which is prepared or retained by the City. The record may be in a variety of forms such as writing, a recording, a picture, electronic data, etc.

**Contact E-Mail:**

**Record-Owning Department:**

**Describe the Record(s) Requested:**

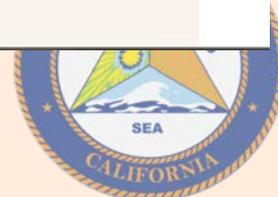
**From:**

**To:**

**Receive Record:**

- Inspect
- Electronic Mail
- Electronic via CD/DVD
- Pick-up Copies

Powered by **GovQA**



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- ▶ Archive feature allows members of public to search prior requests

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Reference No	Create Date	Requester Name	Description of Request	Completed
W000531-020116	2/1/2016 8:05 AM	John Smith	Test 3	Yes
W000530-012916	1/29/2016 4:22 PM	Bunny Srour	Signed Resolutions pertaining to 2616-2620 Alma.	Yes
W000528-012916	1/22/2016 8:00 AM	Lorraine Duffey	Staff report and draft ordinance re: Drones	Yes
W000527-012916	1/29/2016 8:23 AM	John Smith	Test 2	Yes
W000526-012816	1/28/2016 4:57 PM	John Smith	Test 1	Yes
W000525-012816	1/28/2016 2:00 PM	David Babbe	Records/reports/surveys/communications regarding the Historic Preservation Ordinance and how a structure qualifies or is identified as a Historic location.	Yes
W000523-012816	1/28/2016 1:47 PM	Mike Rossi	Issued/Applied permit list for the months of 11/15,12/15, and 1/16	Yes
W000522-012716	1/27/2016 9:40 AM	Environmental Scientist Emilie Moore	Any fire dept. docs on file for 1400 Parkview Ave, specifically anything related to the methane recovery system records for the Chevron Oil storage site.	No
W000521-012616	1/26/2016 3:50 PM	Stephanie Pearl	Ordinance No. 2002 - Adopted and Passed September 21, 1999	Yes
W000520-012616	1/26/2016 1:44 PM	Field Services Manager Robert Scarritt	At this time please produce a copy of your current Third-Party Administrator services contract including all amendments and any managed care contracts and bids. Please include all bid submittals for the current contract as well as for any pending contract.	No

- ▶ The FAQ section assists with questions regarding public records and the process

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## Frequently Asked Questions

- Public records requests instruction video
- Search for information by entering keyword(s) and clicking search

Search for:



## Information

### What if I am not sure of what record to request?

The City must, to the extent reasonably practicable, assist requestors in making focused and...

### How do I submit a Public Records Request?

According to the "Public Records Act," the public may have access to a variety of documents. Please...

### Can the City charge me for providing records?

In most situations, the City may not charge for these fees and costs. However, the City may charge...

### How long should I expect to wait for a response to my request?

Upon receipt of a written or oral request for records, the City shall make the records promptly...

### Are any records exempt from disclosure?

There are certain categories of documents that are generally not subject to disclosure. These...

### What is the California Public Records Act?

The California Public Records Act (CPRA) requires state and local government agencies to give the...

### When can records be inspected?

Public records are open to inspection at all times during City regular business hours, 8:00 AM...



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QUESTIONS?

