



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 24-155

March 19, 2024

Introduced: 3/1/2024

Current Status: Scheduled PM

Version: 1

Matter Type: General Agenda Item

Consider adopting a resolution to:

- a. Approve and adopt the California Public Record Act Request Management Policy for inclusion in the Board Policy Manual; and,
- b. Provide direction to staff as appropriate.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to:

- a. Approve and adopt the California Public Record Act Request Management Policy for inclusion in the Board Policy Manual; and,
- b. Provide direction to staff as appropriate.

SUMMARY/DISCUSSION:

The California Public Records Act (“CPRA”), codified in Government Code, section 7920.000 *et seq.* declares that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person. On January 17, 2024, the County of Monterey (“County”) conducted a survey of the volume of CPRA requests it has handled since 2018 through 2023. That survey concluded the County responded to approximately **14,406** requests since 2018. Survey results further concluded County staff spent approximately **563,169** hours responding to requests since 2018, resulting in an average of **39** hours being spent on each request. The time spent on a “typical” request is estimated to be one to two hours; however, the average is skewed upward due to staff time spent on “complex” requests, which often take weeks of time by multiple County staff.

On February 5, 2024, the County implemented NextRequest, an internet-based solution to assist in the processing, tracking, managing, and coordinating CPRA requests. All County staff would benefit from a uniform policy on the handling of CPRA requests and the use of NextRequest.

OTHER AGENCY INVOLVEMENT:

The Office of County Counsel has reviewed and approved this action as to form.

FINANCING:

The County Administrative Office manages the Board Policy Manual. Approval of the recommendation will not result in additional general fund contributions.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Strategic Initiative Policy Areas integrate with the Board Policy Manual Policies.

Legistar File Number: 24-155

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Attachments:

1. Draft resolution adopting the California Public Record Act Request Management Policy.
2. The California Public Record Act Request Management Policy.
3. County of Monterey Survey: Local Public Agencies and the California Public Records Act.