

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Resolution No. _____)
Approving and adopting the California Public)
Record Act Request Management Policy for)
inclusion in the Board Policy Manual.)

WHEREAS, 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; and

WHEREAS, on January 17, 2024 the County of Monterey conducted a survey of the volume of CPRA requests it has handled from 2018 through 2023 and determined the approximate number of requests were **14,406** and the approximate staff time expended in these requests was **563,169** hours during that period; and

WHEREAS, on February 5, 2024 the County of Monterey implemented NextRequest, an internet-based solution to assist it in the processing, tracking, managing, and coordinating CPRA requests; and

WHEREAS, all County staff would benefit from a uniform policy on the handling of CPRA requests and the use of NextRequest;

NOW, THEREFORE,

BE IT RESOLVED by the Board of Supervisors in and for the County of Monterey that the California Public Record Act Request Management Policy, attached hereto, is approved for inclusion in the Board Policy Manual.

PASSED AND ADOPTED on this _____ day of _____, 2024, by the following vote, to-wit:

AYES:
NOES:
ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book ___ for the meeting on _____.

Dated: _____

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

By _____
, Deputy