

Item 7a - Department Questions



(These Department questions were agreed at a Transparency Subcommittee meeting in mid-2023.)

General Department Questions for PEC Public Records Request Review

1. What is the department's existing process for responding to public records requests? How do requests typically come to your department and who handles the initial contact, ongoing communications and response to the requester, and who supervises and supports the public records liaison when challenges arise?
2. Roughly how many requests come into your department each week/month/year? How does the department categorize the requests that are received for data and reporting purposes?
3. What challenges does your department face in responding to records requests? What changes, if any, have you made to improve retention or response to records requests?
4. What is the department's process for ensuring that the legal requirements are met before withholding any requested documents or redacting any information?
5. What training and support do you provide to the various individuals that play a role in the department's records retention and public records response process?
6. What is the department's experience using the NextRequest platform to manage and respond to public records requests? Is it working? How can it be improved?