

# PUBLIC RECORDS REQUESTS



# Proposed Public Records Request Policy

Chapter 119 Florida Statute Compliance  
Public Records Policy and Procedures  
Readily Available Documents, Extensive Requests and Fees  
City Clerk - Police Department

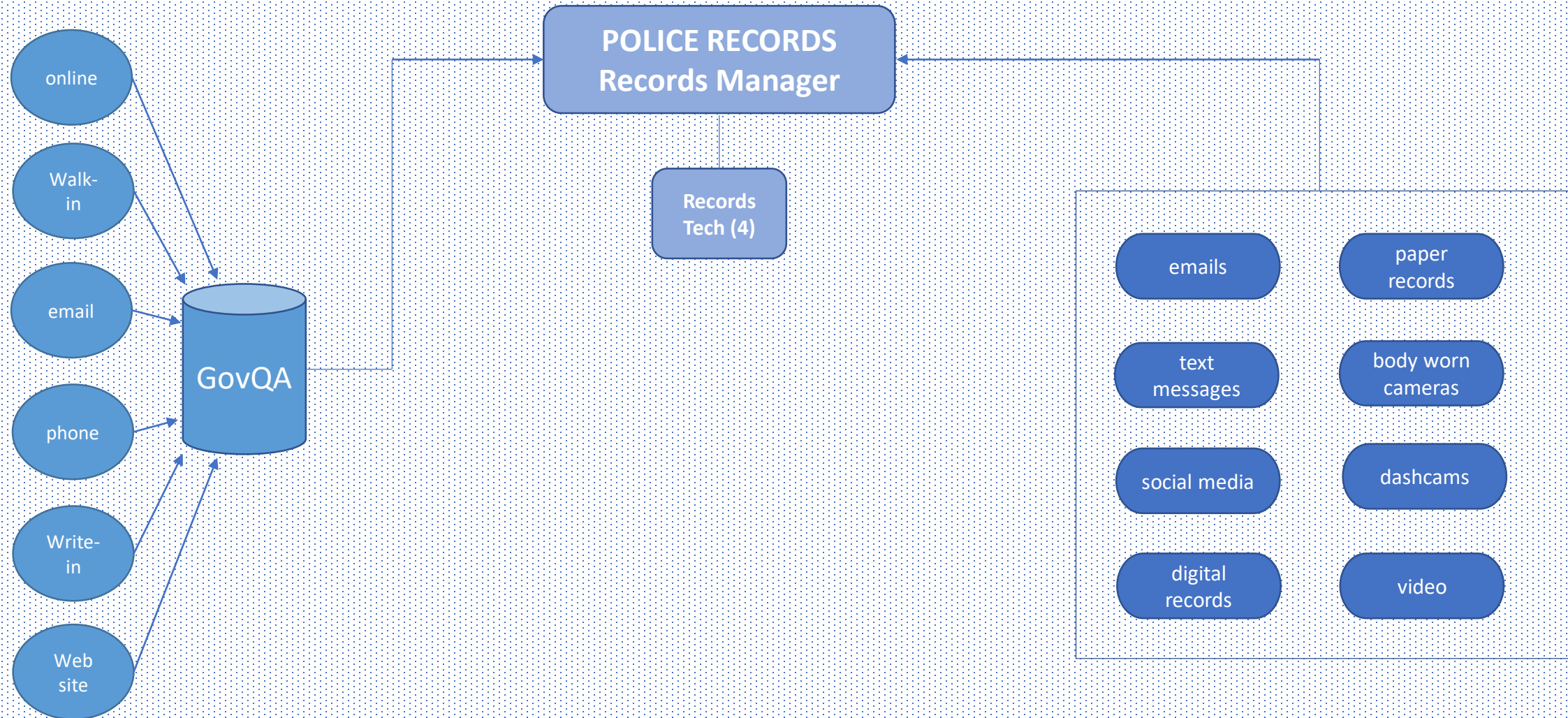
## Police Records Request

- CJIS and FDLE Compliance Concerns
- Separate Network for Police Workflow
- Recipient Type Exemptions
- Walk-in requests
- Delays in Requests being Reviewed

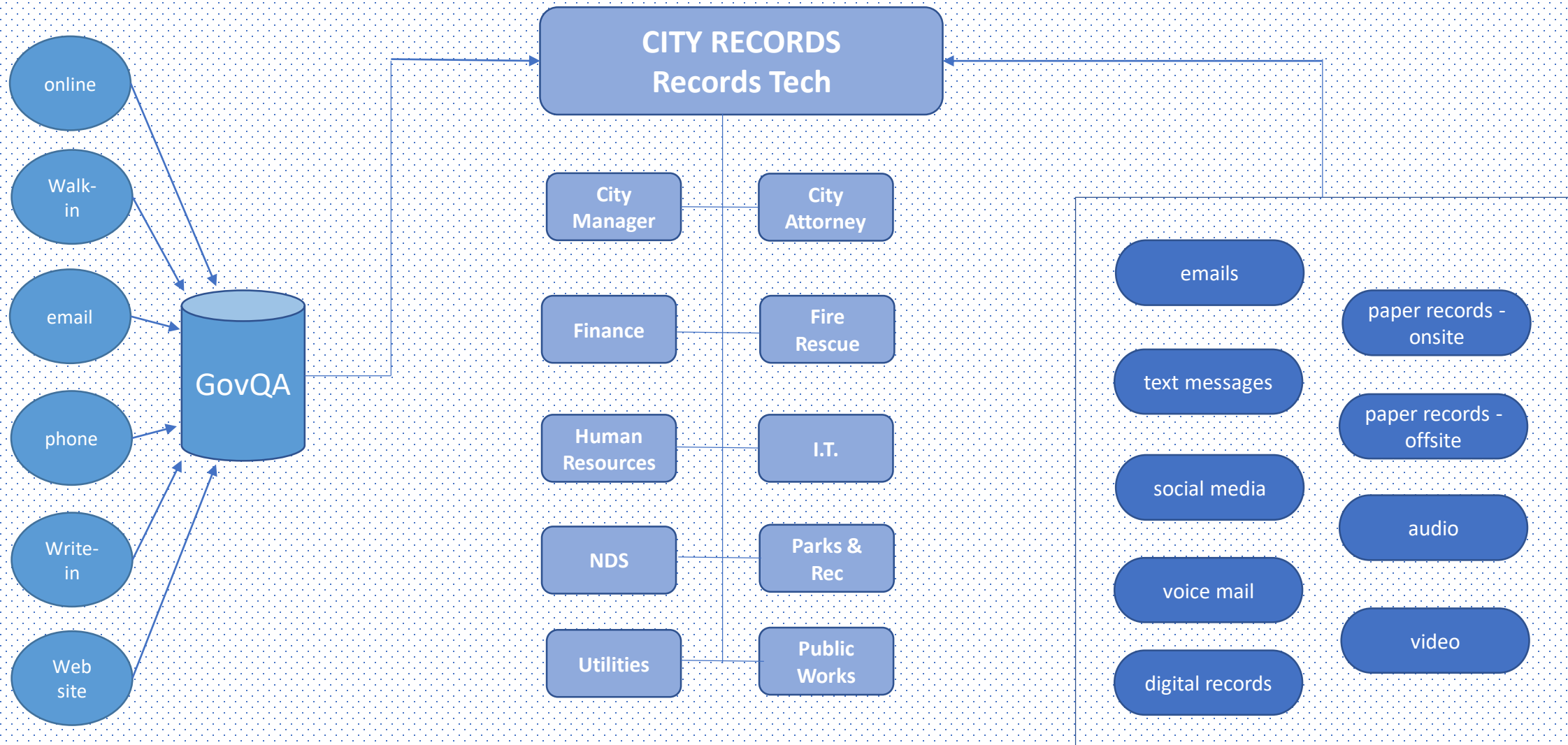
GovQA live April 29, 2019

1,500 City and 1,800 Police records requests to date

# Police Records Process for GovQA Consistency



# City Records Process for GovQA Consistency



# TOPICS FOR DISCUSSION

- GovQA workflow modifications for Police
- Online Payments
- ADA Compliance & Public Facing Requests
  - Exempting confidential information within the request
  - OCR module in GovQA \$4,000 annual addition
- Deflections
- Laserfiche folders – readily available documents
  - transition from Alchemy
  - allows for public documents search via GovQA and City website

## ADDITIONAL DISCUSSION

- Commission/Staff requests for email searches/records
- Commission/Staff request to be copied on records requests

QUESTIONS?