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1 NOW, THEREFORE, the City Council of the City of Culver City, California,
2 DOES RESOLVE as follows:

3 1. The City Council hereby adopts an amended City Council Policy No. 2401
4 entitled "Public Records Requests," which Policy is attached hereto as Exhibit "A" to this
5 Resolution and will replace the existing Council Policy Statement 2401. The amended
6 Policy, as set forth in Exhibit A, shall supersede all other previously adopted policies
7 regarding the subject matter therein, as reflected in the amended Policy.
8

9 2. The City Manager is hereby authorized to format the attached City Council
10 Policy in a format consistent with other City Council adopted policies and shall include the
11 final version of this adopted Policy with other adopted policies.

12 3. The City Manager shall distribute the attached City Council Policy to
13 interested parties, including City Staff.
14

15 APPROVED and ADOPTED this _____ day of _____ 2024.
16
17

18 _____
19 YASMINE IMANI MCMORRIN, Mayor
20 City of Culver City, California

21 ATTEST:

22 APPROVED AS TO FORM:

23 _____
24 JEREMY BOCCHINO, City Clerk

25 _____
26 HEATHER BAKER, City Attorney
27
28

EXHIBIT A
TO RESOLUTION NO. 2024-R_____

CITY OF CULVER CITY
COUNCIL POLICY STATEMENT

Policy Number: 2401*

General Subject: Public Services

Date Issued: Feb. 12, 2024

Specific Subject: Public Records Requests

Effective Date: Feb. 12, 2024

Resolution No. 2024-R_____

PURPOSE:

The Public Records Act (PRA) provides members of the public access to public records, as defined in this Policy, unless such records are exempt from disclosure by law. The purpose of this Policy is to establish a procedure to respond to PRA requests.

STATEMENT:

The City of Culver City is committed to providing all legally required access to the records of the City in compliance with the requirements of the PRA, as set forth in Government Code Sections 7920.000 through 7930.215, which can be viewed at https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=GOV&division=10.&title=1.&part=&chapter=&article=, or by contacting the City Clerk's Office at city.clerk@culvercity.org or 310-253-5851.

PROCEDURES:

Public Records

The PRA defines "public records" as "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." In other words, public records are those records maintained in the course of City business. Public records do not include records or information that may be in the possession of the City that do not pertain to City business. Public records also include text messages and emails from personal email accounts relating to City business.

**This Policy supersedes Policy No. 2401 issued on April 8, 1996 by Resolution No. 96-R034.*

EXHIBIT A
TO RESOLUTION NO. 2024-R____

NextRequest

The PRA does not require any particular method or means for a member of the public to submit a request for public records (i.e., in writing, in person or by phone). However, in order to ensure the City clearly understands the request and to assist with the efficient processing of the request, the City strongly recommends and encourages members of the public to submit their PRA requests through the City's online, web-based public records request system, known as NextRequest, which can be accessed at the following link: <https://culvercity.nextrequest.com/>.

Typically, requests submitted through another method or means will be input into NextRequest by the City Clerk or the department in which the request was received. Requests submitted outside of the NextRequest system should be submitted on the Public Records Act Request Form attached to this Policy.

Exemptions

Certain records may be exempt from disclosure under the PRA including, but not limited to, preliminary notes and drafts; certain personnel records; certain law enforcement records; certain financial records; attorney-client communications and attorney work product; proprietary information; medical information; and records related to a third party's private or confidential information. A determination of which records may be subject to an exemption shall be made in consultation with the City Attorney.

City's Response to Requests

In general, the City will provide a written response to a public records request within 10 calendar days following receipt of the request. If the request is submitted outside of City business hours, the date of receipt shall be the following business day. If the 10th calendar day for response falls on a weekend or City holiday, the next business day is considered the deadline for providing the requestor with a written response. Depending on the circumstances, responsive records may accompany the City's written response or may be provided within a reasonable period of time after the written response.

Under certain circumstances, the City may extend the response period for up to an additional 14 calendar days, in accordance with the PRA.

****This Policy supersedes Policy No. 2401 issued on April 8, 1996 by Resolution No. 96-R034.***

EXHIBIT A
TO RESOLUTION NO. 2024-R_____

City of Culver City Public Records Act Request Form

Please consider submitting this request using the online portal, Next Request, by visiting the link below:

<https://culvercity.nextrequest.com/>

Unless otherwise specified, all correspondence pertaining to your records request will be provided via NextRequest.

City Clerk Use Only

Name: _____

Organization (if applicable): _____

Mailing Address: _____
Street City State Zip Code

Telephone: _____ Fax: _____

Email Address: _____

Time frame for requested records: From: _____ To: _____

Description of requested records (where applicable, include a contract or RFP number, APN, and/or property address):

Preferred delivery method of requested documents (choose one):

- | | |
|--|--|
| <input type="checkbox"/> Paper Copy (US Mail) | <input type="checkbox"/> Paper Copy (via pick-up) |
| <input type="checkbox"/> Electronic Copy (via fax) | <input type="checkbox"/> Electronic Copy (via NextRequest) |

While we encourage requesters to use the online portal, you may also submit your Public Records Act requests using the following methods:

- Via US Mail: Mail completed form to City Clerk, 9770 Culver Blvd. Culver City, CA 90232
- Via Fax: Fax completed form to (310) 253-5830.
- Via Email: Email completed form to city.clerk@culvercity.org.
- In Person: Submit completed form to City Clerk front counter staff.

****This Policy supersedes Policy No. 2401 issued on April 8, 1996 by Resolution No. 96-R034.***

EXHIBIT A
TO RESOLUTION NO. 2024-R____

Note: The California Public Records Act Government Code §7920.000-7931.000 (the “Act”) applies to writings in City files “containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” The City will provide those documents to you unless they are exempt from disclosure under the Public Records Act or other legal reason prevents the documents from being disclosed to the public.

The City will respond to your request in 10 days. In unusual circumstances, the Act allows the City to take up to 14 additional calendar days to provide a response. If the agency intends to use this additional time to respond, the agency must provide written notification to the requester that the additional time is required, the reason for the delay, and the date on which a response will be provided.

Electronic copies of documents are provided free of charge. Fees for paper copies are currently 15-cents per page, unless the requested document has an established statutory fee. The cost of CDs and audio tapes will vary depending on the specific request.

All payments are due at the time record reproduction is provided.

Questions: Please visit Culver City's Public Records Request Portal to check the status of your request or contact the City Clerk's Office by phone or email.

Phone: (310) 253-5851

Email: city.clerk@culvercity.org

Culver City Public Records Request Portal: <https://culvercity.nextrequest.com/>

**This Policy supersedes Policy No. 2401 issued on April 8, 1996 by Resolution No. 96-R034.*