



Date: September 20, 2019

To: Mayor and Members of the City Council

From: Patrick H. West, City Manager *T.H.W.*

Subject: **Information Regarding SB 1421 and PRA Online Requests**

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At its meeting of September 17, 2019, the City Council, during discussion of the Memorandum of Understanding between the City and the Police Officers Association (POA), directed the City Manager and Long Beach Police Department (LBPD) to make certain changes to the City's online presence for Public Records Act (PRA) requests, intended to encourage transparency and provide the public with clearer information about how PRA requests may be submitted anonymously.

In 2017, the City Manager's Office implemented a new public records request management system called GovQA. The GovQA system serves as the City's central repository for all PRA requests, provides the public with an easy to use portal to submit PRA requests, and makes the management of PRA requests considerably more efficient for staff through its automated features. The City maintains two GovQA portals. One portal is managed by the City Manager's Office ([www.longbeach.gov/pr](http://www.longbeach.gov/pr)), where PRA requests are processed for 22 of the City's 23 departments. The LBPD maintains a separate parallel portal where the public can request sensitive law enforcement-related records such as 911 audio and video records, calls for service records, and records that fall under the recently passed Senate Bill 1421 (SB 1421) and Assembly Bill 748 (AB 748) ([www.longbeach.gov/pr-lbpd](http://www.longbeach.gov/pr-lbpd)).

The following actions have been taken in response to the City Council's direction:

- All outdated City PRA-related webpages have been deactivated. These outdated webpages had been previously deactivated when the GovQA PRA portal launched in 2017; however, a technology glitch accidentally reactivated some outdated City webpages during the Civic Center move. City staff is actively working on deactivating all outdated webpages affected.
- A new PRA request information page has been created within the City Manager's Office webpage on the City's website ([www.longbeach.gov/citymanager/public-records-requests/](http://www.longbeach.gov/citymanager/public-records-requests/)). This new page provides information on submitting PRA requests to the City and LBPD, how anonymous requests can be submitted, and other frequently asked questions.
- The GovQA public portal webpages are currently being redesigned to more clearly inform the public on their ability to submit PRA requests anonymously. Both options to submit PRA requests using contact information versus anonymously are displayed side-by-side.

- Information about SB 1421 and AB 748 related requests, and direct weblinks to the LBPD's SB 1421 and AB 748 webpage (<http://longbeach.gov/police/about-the-lbpd/lbpd-1421748/>), have been included on the GovQA portals and the City's new PRA webpage.

The abovementioned webpages have also been updated to include a disclaimer that information contained in a PRA request is considered a public record, and may be subject to public inspection, pursuant to Government Code Section 6252(e). All forms of communication, including emails, phone records, and written records, sent or received by City employees or elected City officials, are subject to these laws. Unless otherwise exempted from the provisions of the California Public Records Act, senders and receivers of City correspondence, including all information submitted by PRA requesters, should presume that their information is a public record subject to release upon request.

If you have any questions, please contact Assistant City Manager Tom Modica at (562) 570-5091.

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