PUBLIC RECORDS OFFICER SURVEY

Purpose of this Survey: This survey was prepared to help Ramsey Ramerman with his presentation at the 2009 AWC Conference presentation on June 24, 2009. In this presentation, he will be talking about what city council members can do to help their city's public records program. Only the aggregated results will be presented, not individual survey results. While it may not be possible to maintain confidentiality of the individual results, please omit your city and contact information if you would like to try to remain anonymous. Please email responses to ramer@foster.com no later than June 15, 2009. You can use the space below for any additional comments.

1. How many public records requests does your jurisdiction process a year?

- ☐ Under 50
- ☐ 50 – 100
- ☐ 100 – 250
- ☐ 250 – 1000
- ☐ Over 1000

2. How many FTEs of staff does your city have to process public records requests?

_____

3. What percentage of Clerks Office staff time is spent on public records requests?:

- ☐ Under 10%
- ☐ 10%-25%
- ☐ 25%-50%
- ☐ over 50%

4. How has the amount of time to process public records requests changed over the last two years?:

- ☐ Decreased
- ☐ Increased slightly
- ☐ Approximately 25% increase
- ☐ Approximately 50% increase
- ☐ Over 50% increase

5. What tools would help your city respond better to public records requests?:

- ☐ Additional staff
- ☐ Additional training for: ☐ you ☐ clerk staff ☐ other city employees
- ☐ Tracking software
- ☐ Increased authority
- ☐ IT support to help locate records
- ☐ Other (please specify)_____

_____

6. List up to five characteristics that you think make a good public records officer (in order of importance)**:**

A. _____
B. _____
C. _____
D. _____
E. _____

7. What is the approximate population of your city?: _____

8. What, if any, changes or improvements would you like to see made to the Public Records Act? (use comment box if needed):

_____
_____
_____
_____
_____
_____

Optional:

City_____
Name _____
Title _____
Email _____
Phone _____

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Additional comments:	