California Public Records Act (CPRA) Request (FOIA)

Actions Required

- Help determine what the requester is seeking.
- Provide records or documents.
- Do not create records to respond to requests; provide existing records.
- No open-ended requests or requests for future actions or records.
- Do not refuse the request because it is difficult or time consuming.

Requests do not need to be formal or in writing.
May be received via "Ask Stockton, via email, fax, U.S. Mail, courier or delivery service, or verbally.
Change the Ask Stockton topic to "Public Records," forward email or written requests or transfer the call to CMO Communications Team.

Log & track request.
Send request to all departments that may have responsive records.
Submit an IT Data Extraction Request, if emails are needed.
Compile records to coordinate the City response.
Track & respond within required timelines: Gov. Code allows 10 days to respond.
Under unusual circumstances, response may be extended by 14 days to determine if records exist.
Unless extended, determine within 10 days if records exist & respond with the date records will be provided to requester.

If the request can be answered with a publicly available document, provide link to records or document to customer.
If the request involves multiple departments - or you are unsure what to do with the request - send it to the CMO Communications Team.

If you receive a request, send it to the CMO Communications Team for handling, ASAP.
If you receive a request seeking records from your department & other departments, forward to the CMO Communications Team & begin gathering responsive records.
Send all potentially responsive records to CMO Communications Team, including unredacted/unedited drafts & confidential.
Let the CMO forward the request to other departments that may have responsive records.

City Manager's Office

Compile records, draft responses, send to CAO for final review.
Some larger requests may take months; CMO may release records on a rolling basis (in batches).
Send complete or partial, timely responses.

Legend
- CAO = City Attorney's Office
- CMO = City Manager's Office
- Communications Team = Connie Cochran & Allison Aube
- Gov. Code = California Government Code Sections 6250 - 6270

August 26, 2021