

FILE NO. 061418

MOTION NO.

1 [Providing policy direction to the Office of the Clerk of the Board of Supervisors regarding
2 public access to its records.]

3 **Motion providing policy direction to the Office of the Clerk of the Board of Supervisors**
4 **regarding public access to its records.**

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6 WHEREAS, The Office of the Clerk of the Board provides public access to records of
7 the Board of Supervisors/Clerk of the Board in a timely manner; and

8 WHEREAS, The Office of the Clerk of the Board has provided records upon request to
9 members of the public since June 2000 in Portable Document Format (PDF); and

10 WHEREAS, The City Attorney's Office has orally advised City departments that in
11 response to a public records request for an electronic copy of a record, a City department may
12 provide the record to the requester in PDF; and

13 WHEREAS, The Office of the Clerk of the Board has relied on the City Attorney's
14 advice; and

15 WHEREAS, Two complaints were filed with the Sunshine Ordinance Task Force
16 regarding the alleged failure of the Office of the Clerk of the Board to provide a public record
17 in the original Word Format and failure to provide written justification for withholding; now,
18 therefore, be it

19 MOVED, That it shall be the policy of the Board of Supervisors that the Office of the
20 Clerk of the Board provides public access to records in PDF the format requested by the
21 requestor.

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