

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.

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