

2.03 Public Records Requests

All public and media records requests will be handled by the OMF Public Information Officer (PIO) with the following exceptions:

- All requests for information regarding personnel issues, personnel records, and bargaining or other labor issues will be directed to the Bureau of Human Resources.
- All requests for information regarding litigation will be directed to the City Attorney's Office.
- All requests for business license records will be directed to the Revenue Division.
- Some requests for procurement-related documents will be handled directly by the Procurement Services Division; these include requests subject to the solicitation and/or evaluation protest period as well as contractual documents resulting from Procurement solicitations.

Supervisors and employees authorized to release confidential information will also comply with bureau or division work rules regarding the release of such information. With any media request, the OMF PIO should be informed of the request.

Reference:

[HR 1.03 Public Record Information, Access and Retention](#)

[HR 1.04 Personnel Records](#)

[HR 4.08 Information Technologies](#)

City [Public Records Request form](#)

OMF Business Owner:
Last updated:

Business Operations
April 17, 2017