

OMF POLICY: Communications

2.04 Public Records Requests

All Public Record Requests will be handled by the OMF Public Information Officer (PIO) or designee, except as noted below. OMF bureaus, divisions, and employees must inform the OMF PIO of any public records requests and comply with all City Administrative Rules related to such requests. See [HRAR 1.03](#), [1.04](#) and [4.08](#).

The OMF PIO will:

- direct all requests for information regarding personnel issues, personnel records, and bargaining or other labor issues to the Bureau of Human Resources
- direct all requests for information regarding litigation to the City Attorney's Office
- direct all requests for business license records to the Revenue Bureau
- coordinate all requests for information that may be protected or confidential with the City Attorney's Office

Per ADM 8.03, all public records requests will be entered into GovQA, the City's public records management system. OMF employees should enter any requests received by letter directly into GovQA using the official [Public Records Request Form](#). For requests received via email, employees should respond to the requestor (copying the PIO) asking them to enter the request into GovQA via the Public Records Request Form.