# Public Records Request Prioritization Process

Public Records Request Received

City Clerk – 250
Info. Tech. – 70
Municipal Crt. – 646
Building – 250
Planning – 20
Fire Admin. – 200
Police – 5590
**TOTAL - 7026**

Is this a matter of public safety? (imminent danger)

**Yes** → **Category 1**

Police – 500
Municipal Crt. – 50
**TOTAL - 550**

**No**

Does the info. involve easily identified records with clear parameters?

**Yes** → Are the records available onsite or online?

**Yes** → **Category 2**

City Clerk – 40
Info. Tech. – 65
Municipal Crt. – 596
Building – 75
Planning – 15
Fire Admin. – 250
Police – 4890
**TOTAL - 5931**

**No** → Are the records available in archives?

**No** → **No Records Responsive**

**Yes** → **Category 3**

City Clerk – 100
Info. Tech. – 5
Building – 125
Planning – 5
Police – 200
**TOTAL - 435**

**No**

Does the capture of the records involve IT and data storage?

**Yes** → Will the records require legal review?

**No** → Will the records require legal review?

Will the records require legal review?

**No** → **Category 4**

City Clerk – 100
**TOTAL - 100**

**Yes** → **Category 5**

City Clerk – 10
**TOTAL - 10**