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News Release

City of Menlo Park NEWS RELEASE

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Menlo Park enhances online services with Public Records Request System

MENLO PARK, CA -- In order to increase access and efficiently manage the increased number of Public Records Act requests the Menlo Park City Clerk receives, the City has implemented new software to receive, archive and track requests that can now be made through a portal on the City's website. According to City Clerk Pam Aguilar, "in the last three years, there has been a steady increase in the number of PRA requests to the City. Current practice in managing these requests involves using different tools to log the items, keep track of deadlines, create letters, and save the requests and responsive documents. These tasks are now automated within the new system."

In addition to providing a convenient and consistent method for submitting requests for information, the new system also streamlines the process internally for staff, freeing up time and creating greater efficiency.

The public portal is located on the City Clerk's webpage at:
http://www.menlopark.org/departments/dep_cclerkPRA.html

For more information about the system, contact the City Clerk's Office at
650.330.6620.

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