

CITY OF OAKLAND
PUBLIC ETHICS COMMISSION
SPECIAL MEETING
One Frank Ogawa Plaza (City Hall)
Thursday, March 24, 2011
Hearing Room One
4:00 p.m.
Page 1



Commission Membership: Richard Unger (Chair), Ai Mori (Vice-Chair), Alex Paul, Amy Dunning, Lloyd Farnham, Christopher Young, Aspen Baker

Staff Members:

Commission Staff:

Daniel Purnell, Executive Director

Tamika Thomas, Executive Assistant

City Attorney Representative:

Alix Rosenthal, Deputy City Attorney

SPECIAL MEETING AGENDA

NOTE SPECIAL START TIME AT 4:00 P.M.

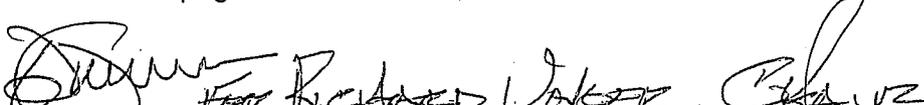
- A. Roll Call And Determination Of Quorum
- B. A Staff Report And Presentations On Improving Public Access To City Records
- C. Open Forum

The meeting will adjourn upon the completion of the Commission's business.

You may speak on any item appearing on the agenda; however, you must fill out a Speaker's Card and give it to a representative of the Public Ethics Commission. All speakers will be allotted three minutes or less unless the Chairperson allots additional time.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meetings of the Public Ethics Commission or its Committees, please contact the Office of the City Clerk (510) 238-7370. Notification two full business days prior to the meeting will enable the City of Oakland to make reasonable arrangements to ensure accessibility.

Should you have questions or concerns regarding this agenda, or wish to review any agenda-related materials, please contact the Public Ethics Commission at (510) 238-3593 or visit our webpage at www.oaklandnet.com.


Approved for Distribution _____ Date 3/15/11

CITY OF OAKLAND
Public Ethics Commission

Richard Unger, *Chair*
Ai Mori, *Vice-Chair*
Alex Paul
Amy Dunning
Lloyd Farnham
Christopher Young
Aspen Baker



Daniel D. Purnell, Executive Director

One Frank Ogawa Plaza, 4th Floor, Oakland, CA 94612 (510) 238-3593 Fax: (510) 238-3315

TO: Public Ethics Commission
FROM: Daniel Purnell
DATE: March 24, 2011

At its meeting of October 4, 2010, the Commission directed staff to notice a series of public meetings on the subject of Oakland's policies and procedures regarding public records requests. The first meeting of this series occurred on February 2, 2011, at which the Commission received comments from members of the public on problems they encountered while attempting to access City records. The minutes from that meeting were included in the Commission's March 7, 2011, agenda packet.

Today's meeting will focus on how City employees administer public records requests. The Commission is expecting to hear from City employees who monitor and oversee public records requests, as well as from those whose job it is to actually search for and locate a variety of City records. The Commission will also receive information regarding the administration and management of so-called "electronic" records. The role that records management policies play in the public's right to access City records will also be addressed.

Upcoming meetings will include a review of "best practices" from other local agencies and open government advocates, and consideration of a proposed Citywide records management program from the Office of the City Clerk. Other subjects can be addressed at future meetings as the Commission directs. Pursuant to the Commission's request, an expanded amount of speaking time will be afforded to members of the public who were unable to attend the February 2 meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. Purnell", written over a horizontal line.

Daniel D. Purnell
Executive Director