

PUBLIC RECORDS OFFICE

2019-2024

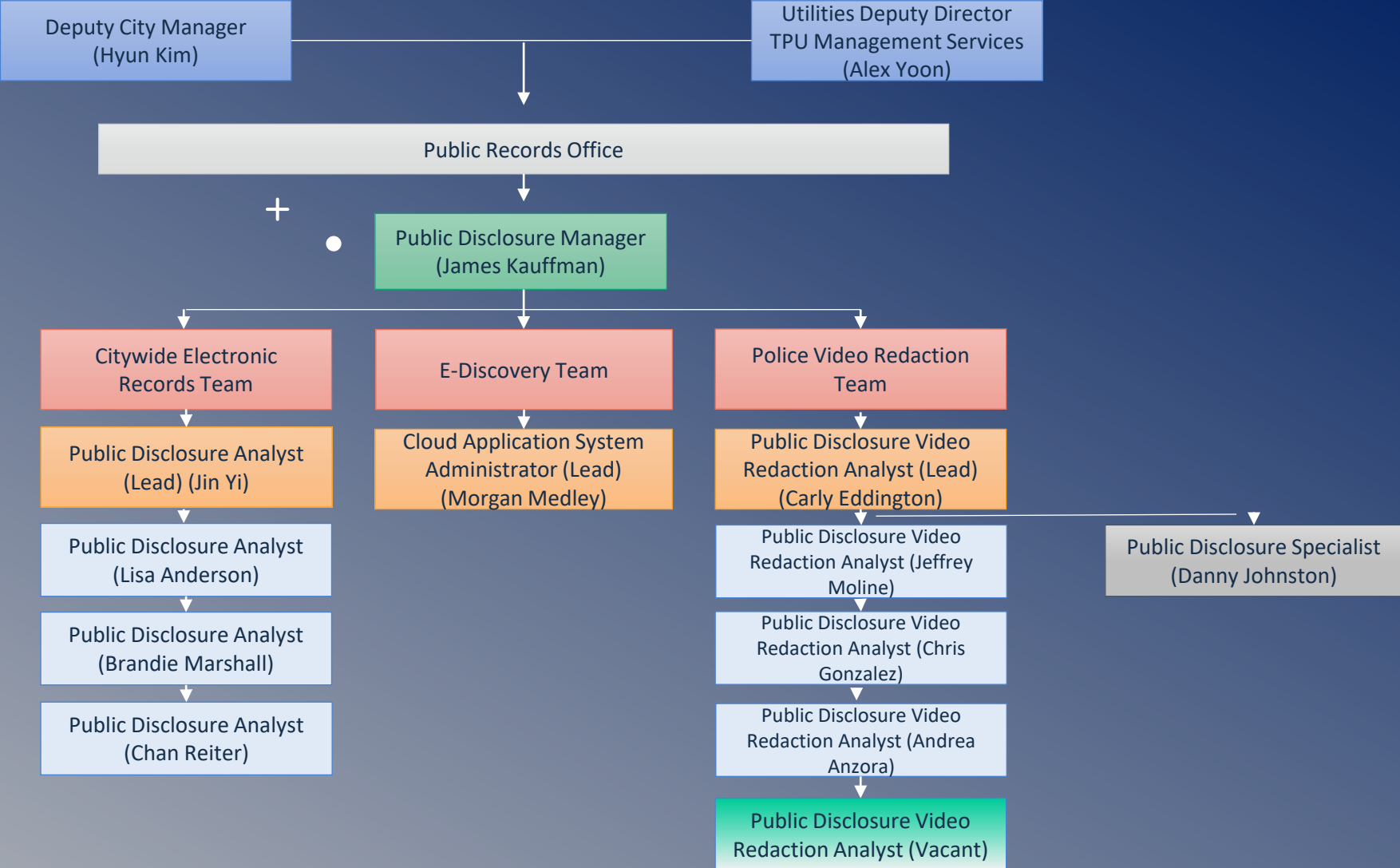
(TILL 6/10/24)

June 26th, 2024

Public Utility Board
Study Session



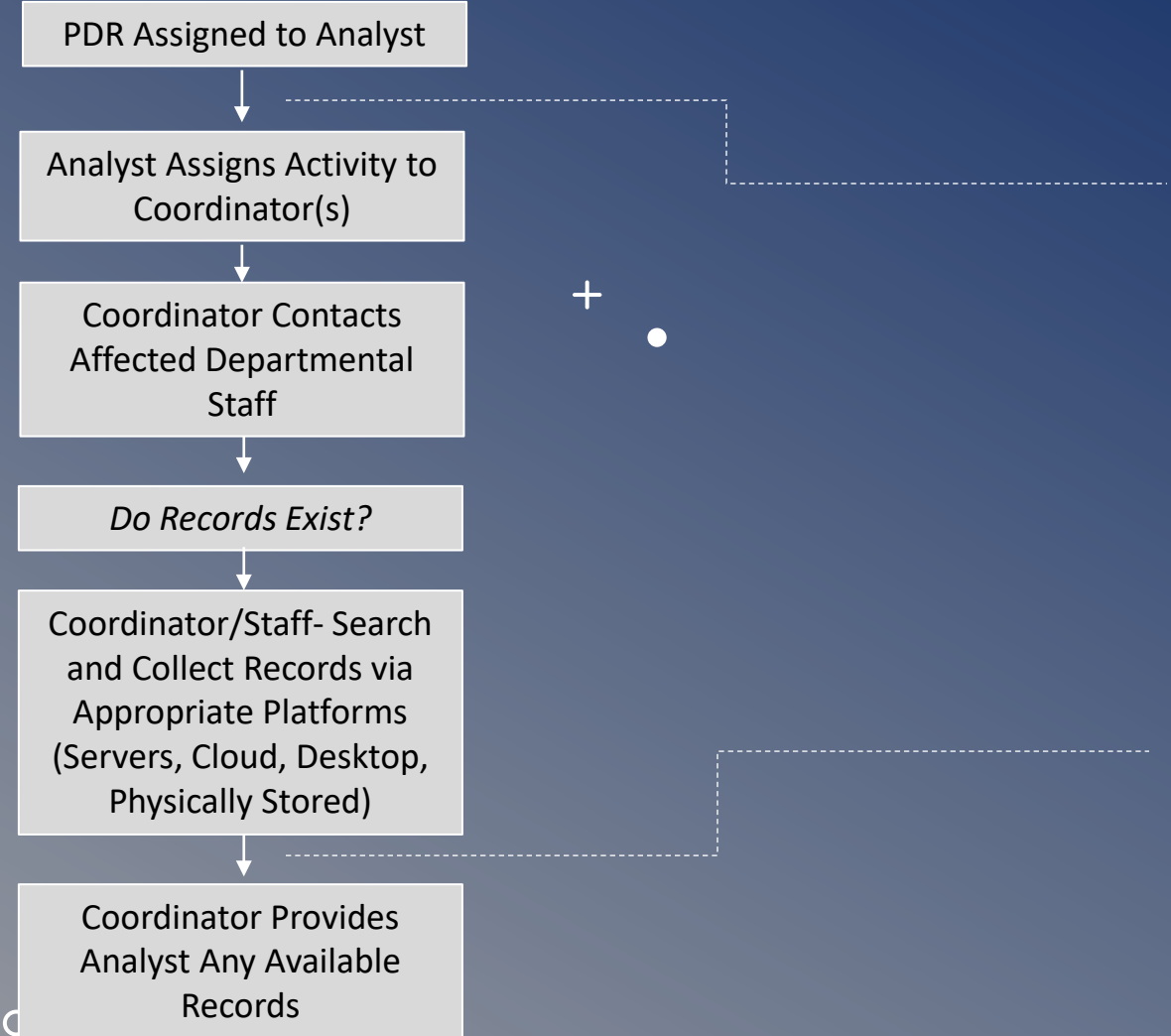
Public Records Office



Public Records Office Overview

- Oversee the City's compliance with the Public Records Act and provide public records requests services to all city departments and requesters.
- Citywide Electronic Records Team – Cost allocated based on FTE throughout the City
- Public Video Redaction Team – Cost fully charged to TPD

Public Records Office Overview Continued



RCW 42.56.520

Prompt responses required.

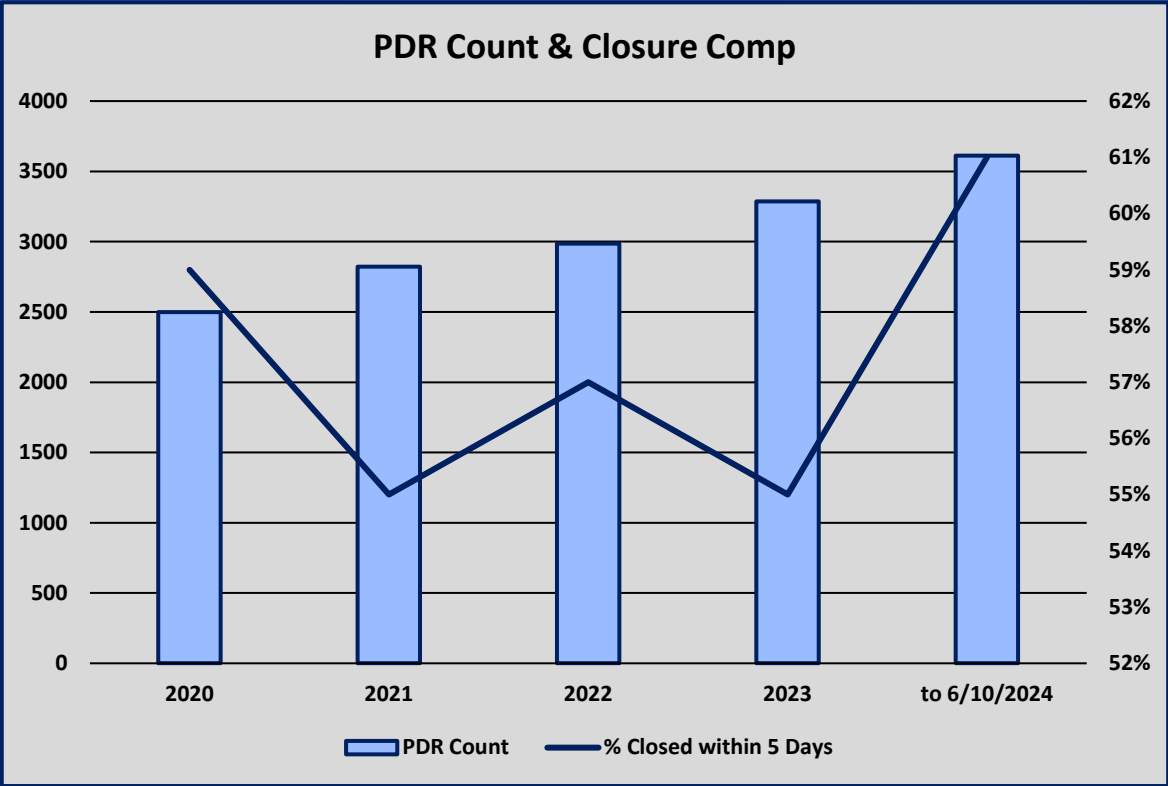
- Responses to requests for public records shall be made promptly by agencies...
- Within five business days of receiving a public record request, an agency... must respond in one of the ways provided in this subsection

RCW 42.56.080

Identifiable records—Facilities for copying—Availability of public records.

- Public records shall be available for inspection and copying, and agencies shall, upon request for identifiable public records, make them promptly available to any person including, if applicable, on a partial or installment basis as records that are part of a larger set of requested records are assembled or made ready for inspection or disclosure.

CITYWIDE PUBLIC DISCLOSURE REQUEST

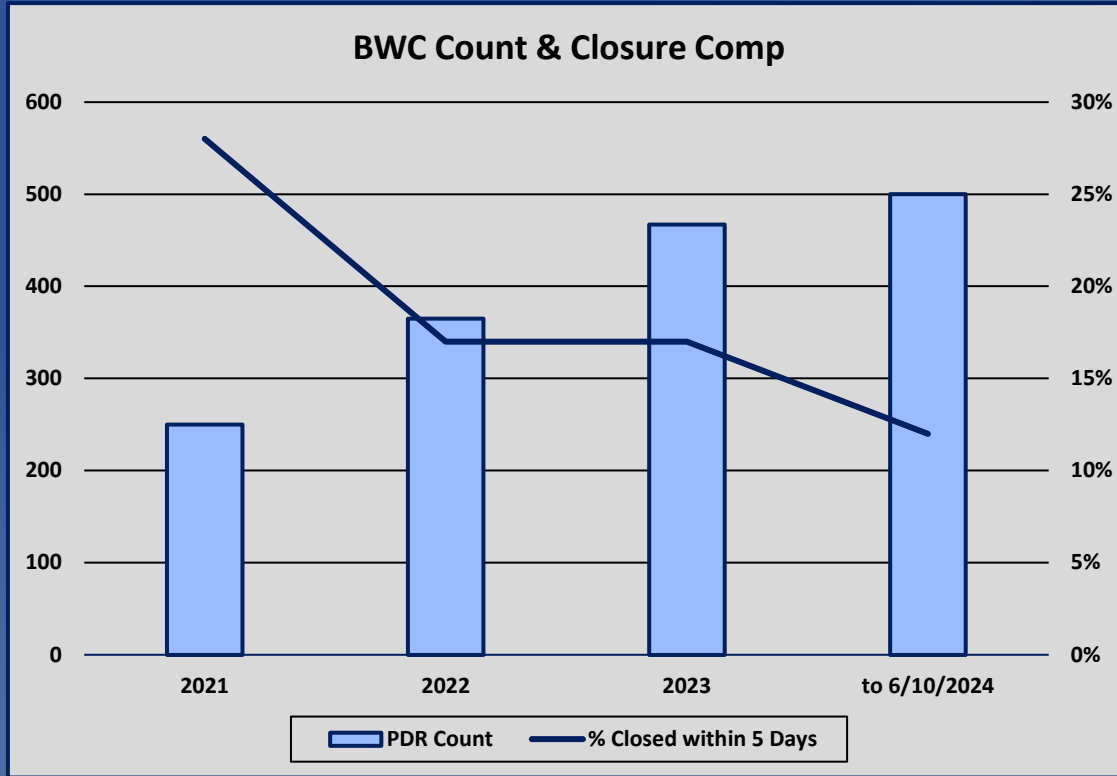


Year	PDR Count	% Increase From Previous Year	% Closed within 5 Days
2020	2498		59%
2021	2823	13%	55%
2022	2986	6%	57%
2023	3286	10%	55%
to 6/10/2024	(1806 x 2) = 3612	(approx.) 9%	61%

Longer Requests Completed (6 day to 3+ years)

2020: 41%
2021: 45%
2022: 43%
2023: 45%
2024: 39%

POLICE VIDEO PUBLIC DISCLOSURE REQUEST



Year	PDR Count	% Increase From Previous Year	% Closed within 5 Days
2021	250		28%
2022	365	37%	17%
2023	467	25%	17%
to 6/10/2024	(250 x 2) = 500	(approx.) 7%	12%

Longer Requests Completed (6 day to 3+ years)

2021: 72%
2022: 83%
2023: 83%
2024: 88%

PDR REQUEST VS ACTIVITIES

What is a Request?

The Public Records Act (Chapter 42.56 RCW) is a Washington State law that allows citizens to review government records. Public records include documents in all formats, whether electronic or paper, that relate to government operations or conduct.

What is an Activity?

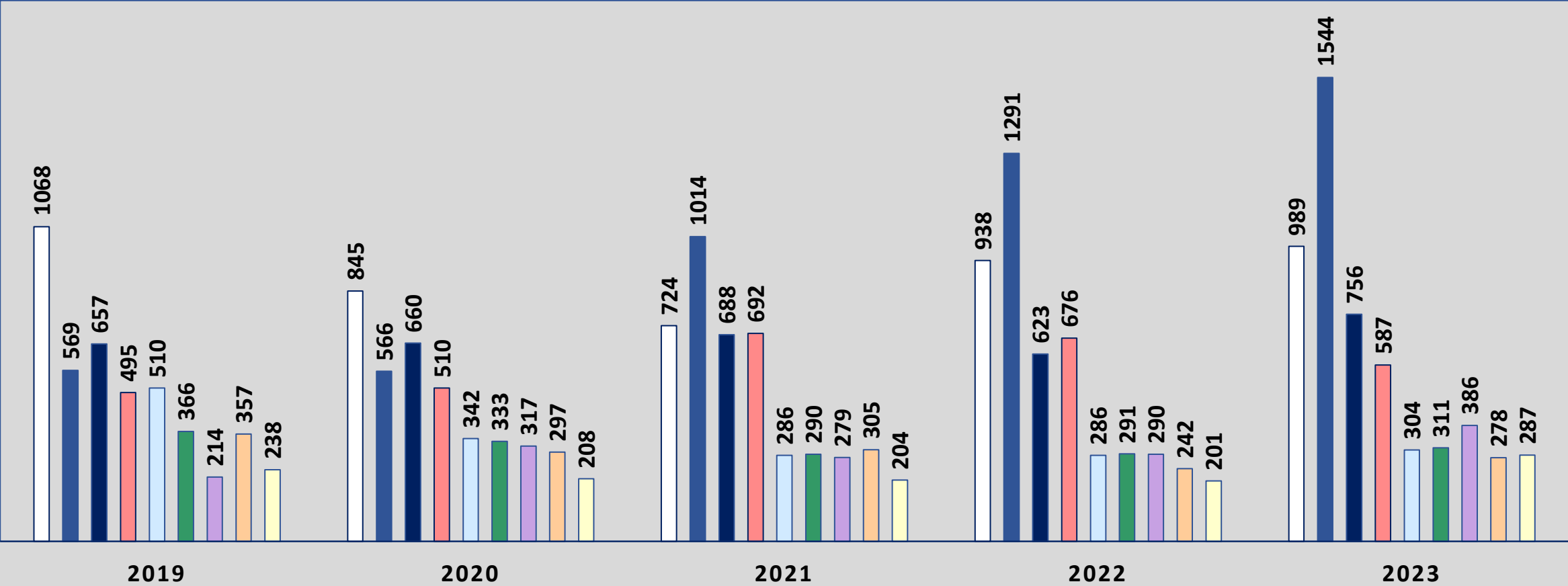
In GovQA an activity is a request that is sent to a department or multiple departments to look for responsive records.



Division Level Activities Comparison

TOP DIVISION COMPARISON BY YEAR

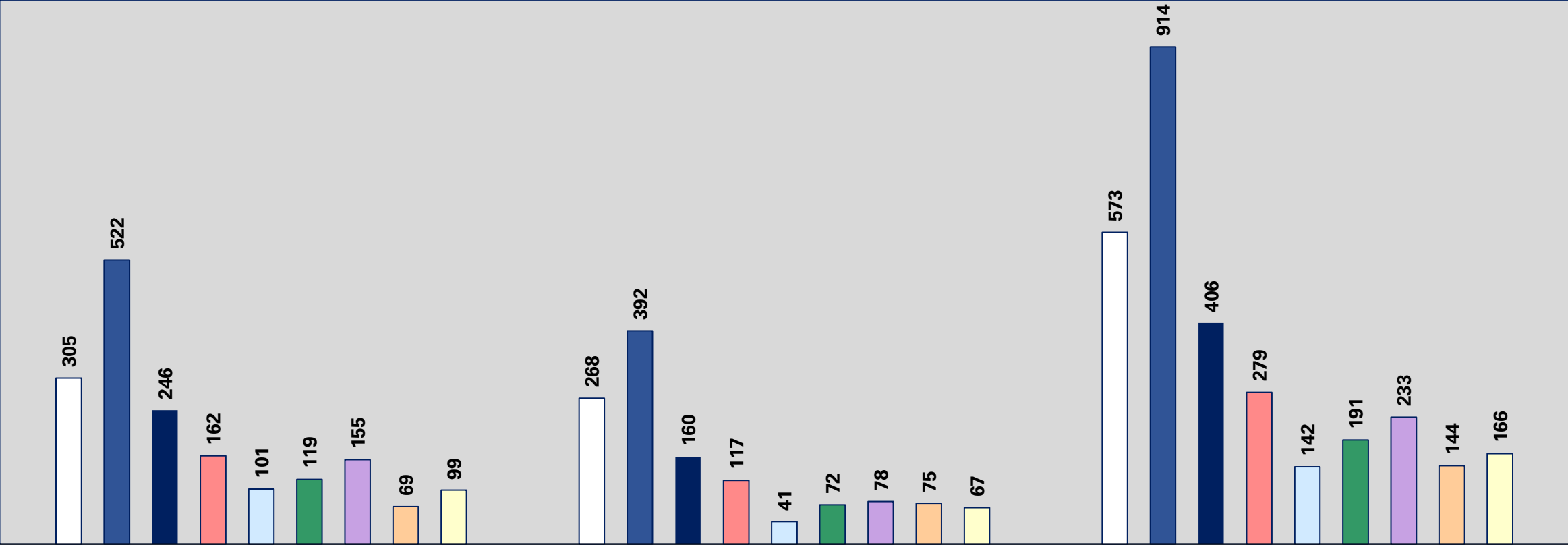
TPU TPD PDS TFD NCS Finance ES CMO/CC/Council Public Works



Division Level Activities Comparison

TOP DIVISION COMPARISON FOR 2024

TPU TPD PDS TFD NCS Finance ES CMO/CC/Council Public Works



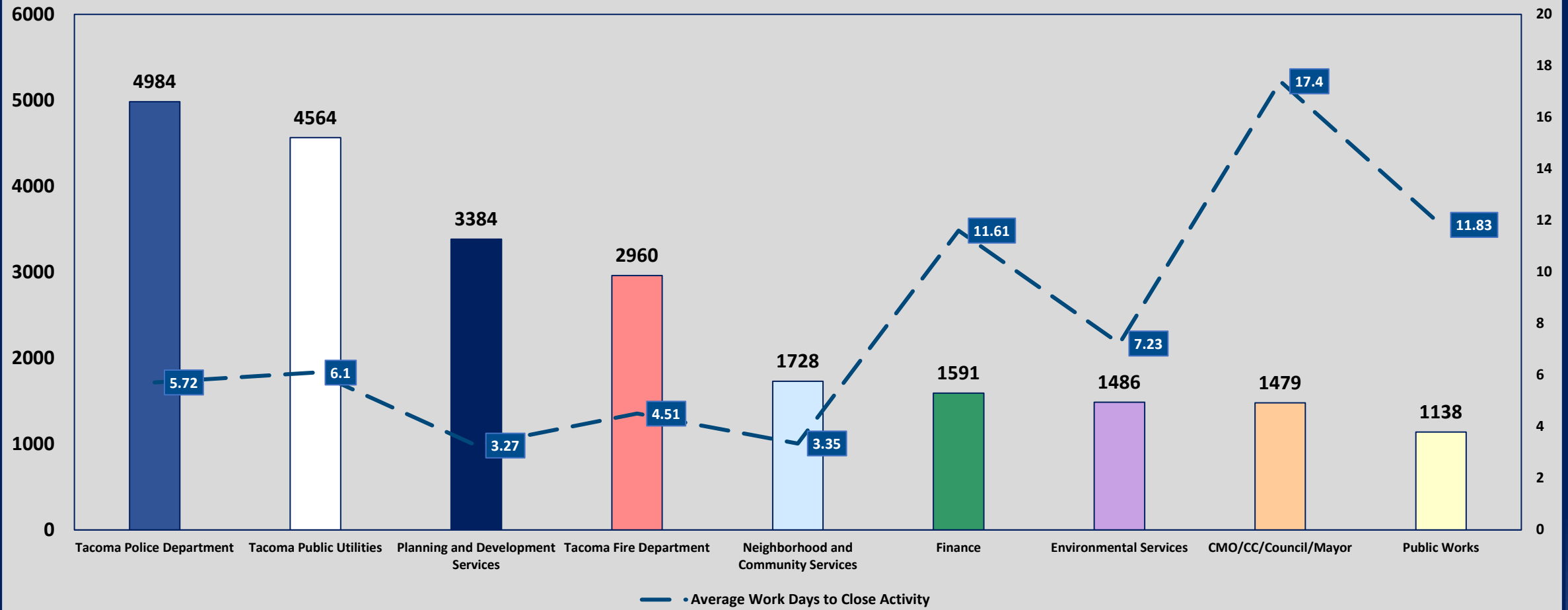
2024 Q1

2024 Q2

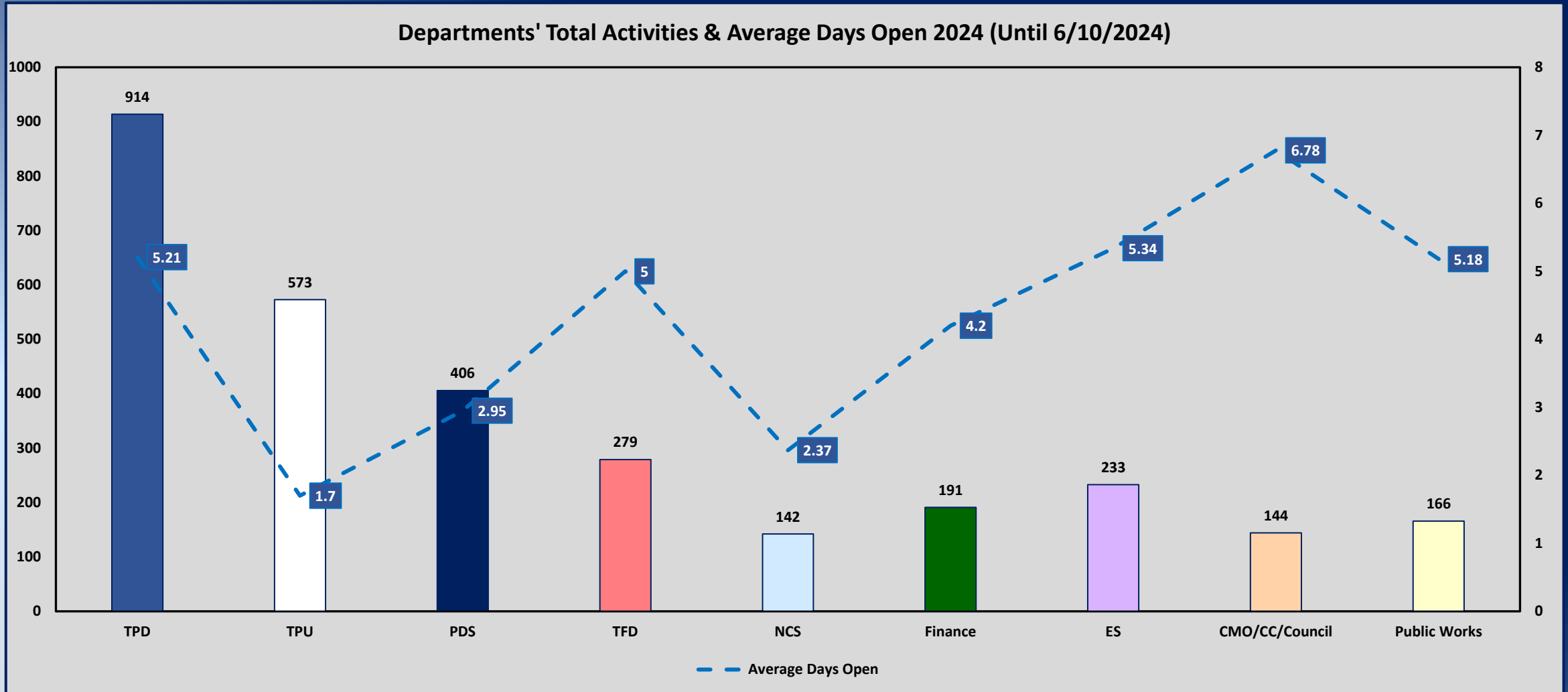
2024 TOTAL (TO 6/10/2024)

Division Level Activities Comparison

Departments' Total Activities & Average Days Open (2019-2023)

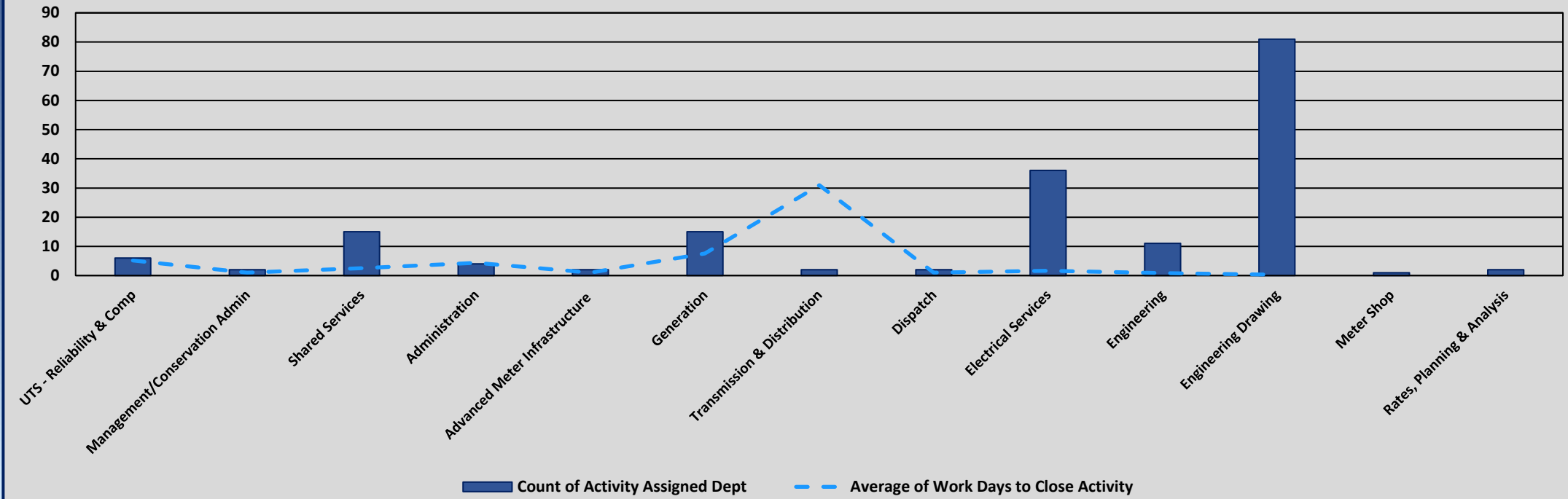


Division Level Activities Comparison



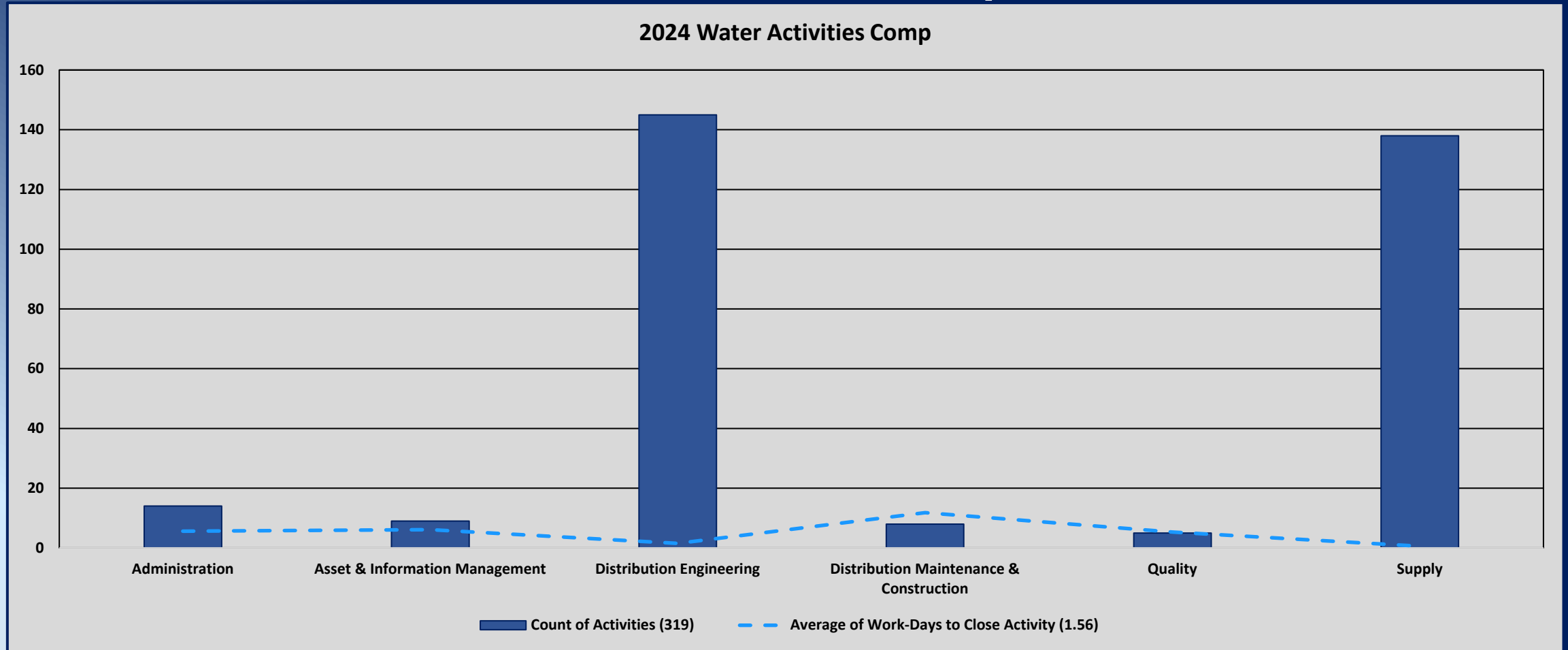
2024 Power Activities Comparison

2024 Power Activities Comp



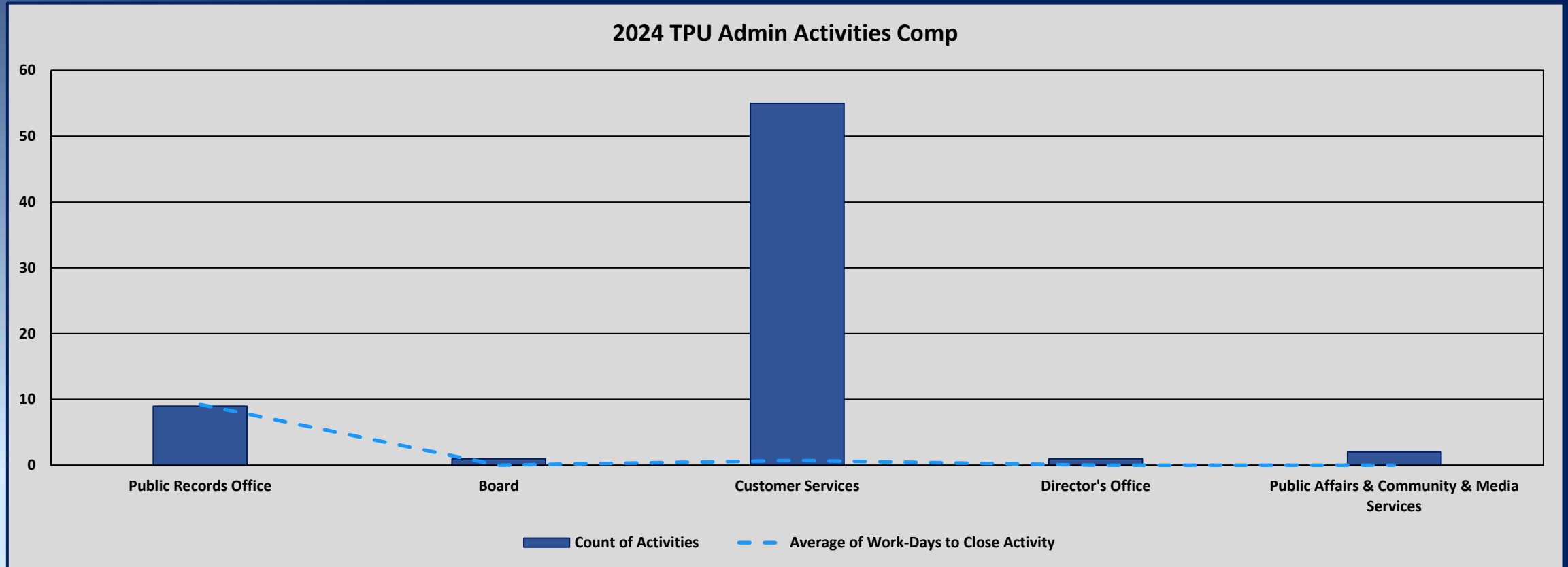
2024 Power Divisions	Count of Activities (179 Total)	Average of Work-Days to Close Activity (1.74)
UTS - Reliability & Comp	6	5.17
Management/Conservation Admin	2	1.00
Shared Services	15	2.57
Administration	4	4.33
Advanced Meter Infrastructure	2	1.00
Generation	15	7.55
Transmission & Distribution	2	31.00
Dispatch	2	1.00
Electrical Services	36	1.67
Engineering	11	0.82
Engineering Drawing	81	0.29
Meter Shop	1	n/a
Rates, Planning & Analysis	2	n/a

2024 Water Activities Comparison



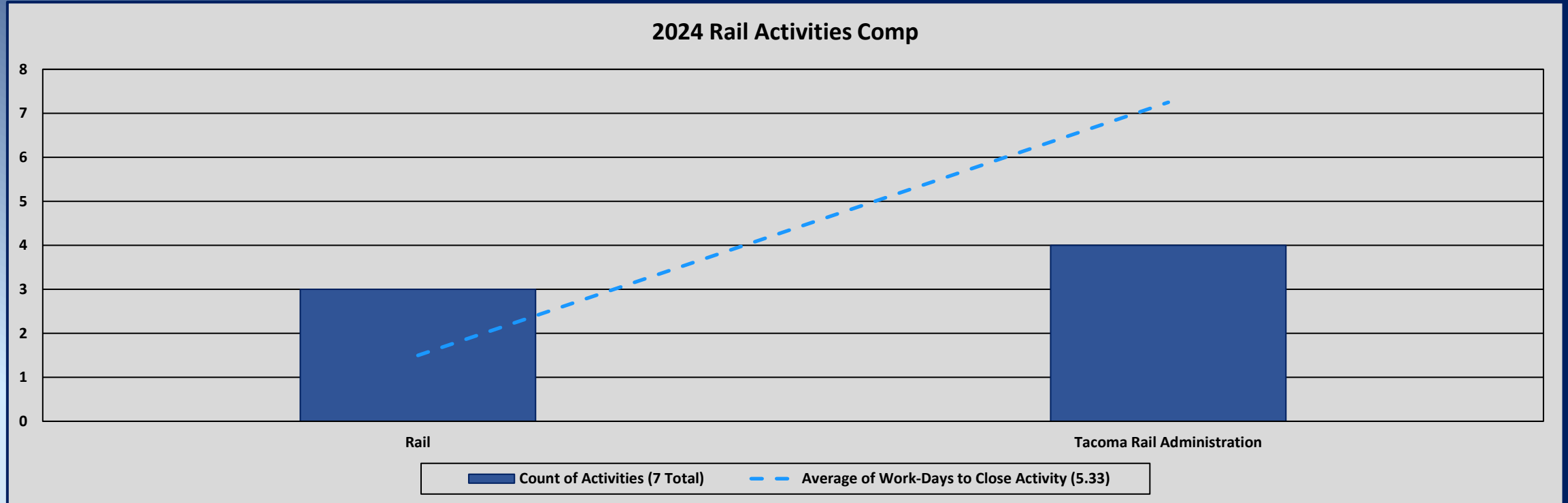
2024 Water Divisions	Count of Activities (319)	Average of Work-Days to Close Activity (1.56)
Administration	14	5.62
Asset & Information Management	9	6.14
Distribution Engineering	145	1.50
Distribution Maintenance & Construction	8	11.80
Quality	5	5.33
Supply	138	0.56

2024 TPU Admin Activities Comparison



2024 TPU Admin Divisions	Count of Activities (68 Total)	Average of Work-Days to Close Activity (1.89)
Public Records Office	9	9.25
Board	1	n/a
Customer Services	55	0.74
Director's Office	1	n/a
Public Affairs & Community & Media Services	2	n/a

2024 TPU Admin Activities Comparison



2024 Rail Divisions	Count of Activities (7 Total)	Average of Work-Days to Close Activity (5.33)
Rail	3	1.5
Tacoma Rail Administration	4	7.25

2024 TPU Activities Comparison

Water	Average of Work Days to Close Activity
Water, Distribution Maintenance & Construction	45.23
2019	91.50
2020	149.29
2021	11.60
2022	2.20
2023	7.36
Water, Asset & Information Management	23.98
2019	121.64
2020	14.50
2021	7.18
2022	3.21
2023	3.38
Water, Quality	10.36
2019	14.89
2020	10.92
2021	9.00
2022	9.18
2023	2.25
Water, Administration	9.30
2019	1.43
2020	26.83
2021	6.82
2022	10.42
2023	6.63
Water, Distribution Engineering	5.45
2019	8.26
2020	9.20
2021	5.66
2022	3.47
2023	2.53
Water, Supply	1.14
2019	0.93
2020	1.72
2021	1.52
2022	1.13
2023	0.66
Grand Total	5.32

Power	Average of Work Days to Close Activity
Power / UTS - Reliability & Compliance Office	15.99
2019	7.00
2020	14.35
2021	42.16
2022	1.67
2023	1.55
Power, Transmission & Distribution, Fleet	14.50
2019	10.00
2023	28.00
Power, Generation	10.34
2019	10.40
2020	13.46
2021	5.87
2022	3.36
2023	9.40
Power Management/Conservation Administration	8.83
2019	5.00
2020	8.89
2021	1.00
2022	12.00
2023	16.67
Power, Transmission & Distribution	7.41
2019	7.13
2020	3.00
2021	16.44
2022	4.35
2023	15.17
Power Shared Services	6.80
2019	7.67
2020	19.09
2021	5.69
2022	3.92
2023	5.55
Power, Administration	6.41
2019	2.46
2020	13.68
2021	3.75
2022	7.06
2023	4.00

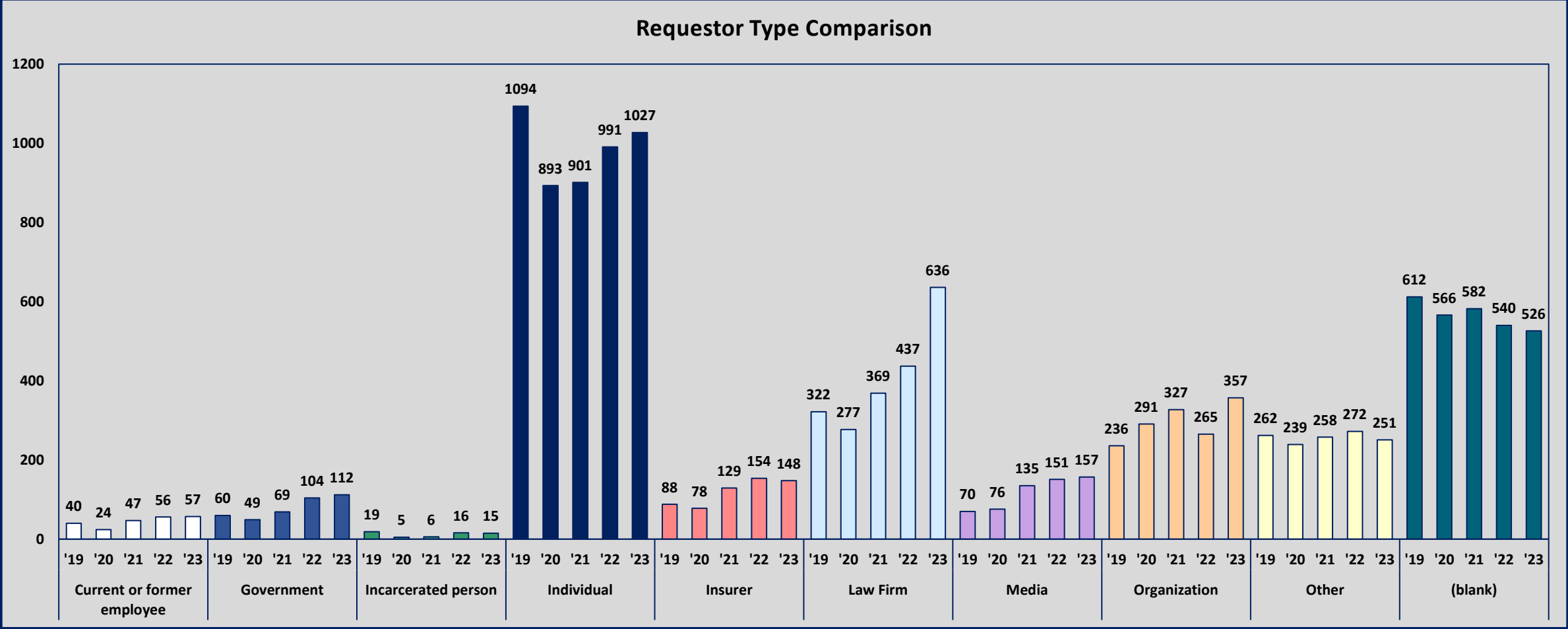
Power, Rates, Planning & Analysis	5.76
2019	0.70
2020	7.16
2021	19.00
2022	0.50
2023	8.50
Power, Transmission & Distribution, Engineering	4.62
2019	6.30
2020	4.63
2021	6.81
2022	3.64
2023	2.07
Power, Transmission & Distribution, Engineering Drawing	3.35
2019	6.17
2020	2.12
2021	0.83
2022	7.06
2023	0.97
Power, Transmission & Distribution, Electrical Services	2.98
2019	2.69
2020	1.88
2021	3.03
2022	3.88
2023	4.23
Power, Transmission & Distribution, Dispatch	2.62
2019	0.86
2020	5.67
2021	27.00
2022	1.71
2023	3.00
Power, Click!	1.95
2019	2.09
2020	0.44
Power, Transmission & Distribution, Meter Shop	1.50
2019	2.25
2020	1.67
2021	1.00
2022	0.33
2023	1.50
Grand Total	5.30

2024 TPU Activities Comparison

TPU Admin	Average of Work Days to Close Activity
TPU, Public Affairs & Community & Media Services	12.20
2019	6.63
2020	8.00
2021	10.25
2022	3.00
2023	30.75
TPU, Customer Services	10.76
2019	26.82
2020	5.25
2021	1.46
2022	1.71
2023	1.27
TPU Board	2.08
2019	2.38
2020	2.75
2021	0.83
2022	2.33
2023	1.00
TPU, Director's Office	0.00
2019	0.00
Grand Total	9.93

Rail	Average of Work Days to Close Activity
Tacoma Rail Administration	38.95
2019	81.20
2020	26.58
2021	18.60
2022	12.00
2023	9.50
Rail	26.59
2020	15.00
2021	43.20
2022	14.50
2023	22.13
Grand Total	35.06

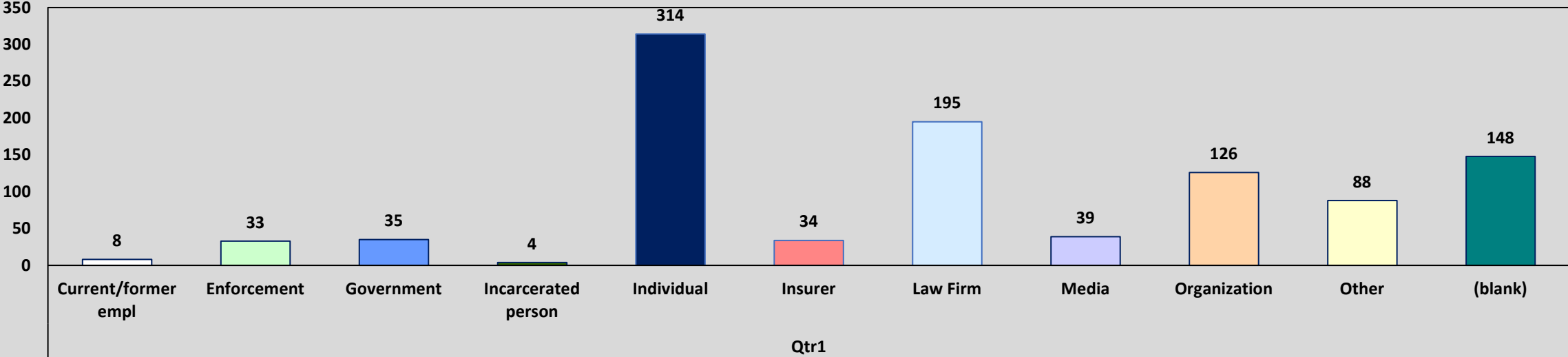
Request Count By Requestor



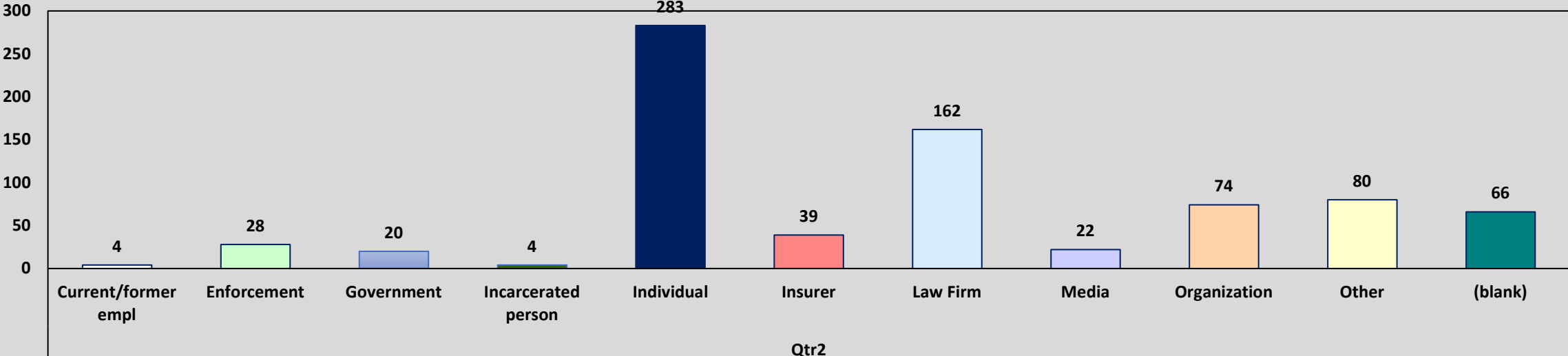
Request Count By Requestor



Requestor Type Comparison 2024



Requestor Type Comparison 2024



Activities & Requests

Top Departments 2019 thru 2023	Count of Activities	Average Workdays to Close Activity
Tacoma Police Department	4984	5.72
Tacoma Public Utilities	4564	6.1
Planning and Development Services	3384	3.27
Tacoma Fire Department	2960	4.51
Neighborhood and Community Services	1728	3.35
Finance	1591	11.61
Environmental Services	1486	7.23
CMO/CC/Council/Mayor	1479	17.4
Public Works	1138	11.83

Public Records Office - Years	Count of PDRs Received	Average Workday to Close Request
2019	2803	10.02
2020	2498	12.18
2021	2823	16.06
2022	2986	20.96
2023	3286	17.27
Grand Total	14396	15.30

Activities & Requests

Top Departments Q1 & Q2 2024	Count of Activities	Average Workdays to Close Activity
Tacoma Police Department	914	5.21
Tacoma Public Utilities	573	1.7
Planning and Development Services	406	2.95
Tacoma Fire Department	279	5.0
Environmental Services	233	5.34
Finance	191	4.2
Public Works	166	5.18
CMO/CC/Council/Mayor	144	6.78
NCS	142	2.37

Public Records Office - Years	Count of PDRs Received	Average Workday to Close Request
2019	2803	10.02
2020	2498	12.18
2021	2823	16.06
2022	2986	20.96
2023	3286	17.27
2024 (to 6/10/24)	1806 x 2 = 3612	7.90
Grand Total	16202	14.07

GG & TPU Activities

General Government Totals	Count of Activities	Average Workdays to Close Activity
2019	3611	6.30
2020	3484	9.27
2021	3974	6.35
2022	4101	7.04
2023	4732	6.33
2024 (to 6/10/24)	2687 x 2 = 5374	4.71
Grand Total	25276	6.66

Tacoma Public Utilities Totals	Count of Activities	Average Workdays to Close Activity
2019	1068	10.28
2020	845	8.40
2021	724	5.21
2022	938	3.60
2023	989	3.01
2024 (to 6/10/24)	573 x 2 = 1146	1.70
Grand Total	4564	6.10

Q&A

Feedback or Questions?

What additional
information would you
like to see?

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○

Quarterly Reports -
Who needs to receive
them?