



Public Records Requests Process

City Council

November 18, 2025



California Public Records Act

- California Government Code Section 7920 et seq
- Allows public access to government records unless specific exemption applies
- Public may request public records in writing or orally and inspect and obtain copies of "public records" - any writing related to the public's business prepared, owned, used or retained by a California state or local agency
- Agencies must respond to requests within ten calendar days indicating how and when it will produce records
- The law allows a 14-day extension for this determination in cases involving voluminous and/or complex requests
- Agencies must declare records located but exempt from production along with the citation permitting the exemption



City of Fullerton Records Requests

- Fullerton Records Request Portal Launched FY 2020-21
- Processing request utilizes approximately 85% FTE in City Clerk's Office in addition to department coordinators and legal review
- 51 records requests in progress on November 10, 2025 (historically 15 to 20 in progress)
- Public Works and Community and Economic Development Departments receive the most requests
- Requests increased in complexity in recent years mostly due to requests for email and text message communications



Annual Requests

Calendar Year	Number of Requests
2021	875
2022	877
2023	833
2024	904
2025	1006 (as of Nov. 10 2025)



CPRA Trends

- Public records request volume risen 161% since 2018
- Complexity increased 72% since 2018
- Driven by increased public engagement, media and commercial requests
- The 2017 *City of San Jose v. Superior Court* ruling clarified public employees and officials must disclose electronic communications when using personal accounts or devices adding more complexity to retrieving records in response to a public records request
- Expanded scale, diversity and complexity strains resources to respond accurately and timely while also attending to other agency work
- <https://granicus.com/resource/2025-public-records-complexity-benchmark-report/>



Online Portal

CITY OF
FULLERTON

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CONTACT

City Clerk's Office
303 W. Commonwealth Ave.
Fullerton, CA 92832
714-738-6350
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Public Records & Information

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The City of Fullerton supports the public's right to access public records created and maintained by the City in the normal course of business. The City strives to provide service in a transparent manner, including timely access to records requested in accordance with the California Public Records Act (CPRA), [California Government Code Sections 6250 and 6270](#).

Public Records Requests

The City posts many records online in the Online Records Library. If you cannot locate a record in the Library, please use the following link to submit a Public Records Request. The City will respond to your request as quickly as possible but in no later than ten days, as required by state law. The City will charge 15 cents per reproduced page per the City of Fullerton fee schedule.

Public Records Center

Police Reports

Municipal Code

700 Form (SEI)

Campaign Statements

Online Records Library & Other Tools

Online Records Library

On demand access to City records including ordinances, resolutions, agenda reports, minutes, agreements and Statement of Economic Interest (Form 700) filings. Please visit [fppc.ca.gov](#) for elected official and candidate Form 700 filings.

Fullerton Municipal Code

The Municipal Code compiles ordinances passed by a local governing body and by citizens voting in favor of a measure at an election. The City periodically updates the code with recently adopted ordinances. The landing page for the Municipal Code indicates the most recent update.

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