




MEMORANDUM

Law Department

TO: Ethics Review Commission

FROM: Deborah Thomas
Interim Deputy City Attorney 

DATE: October 19, 2015

SUBJECT: Public Information Request Process

At your September 28th meeting you asked about the City's public information request process.

The Law Department Public Information Request (PIR) team enters PIRs into the City PIR System. After logging a request into the system, the PIR team sends the requests to the City department or office that is the custodian of the requested information. If the information is in the possession of a council office or the City Manager's Office, the information is forwarded to the PIR Team for delivery to the requester. If a department has the information, the department sends the information to the requester.

The department or office that has the information is responsible for gathering all information that is responsive to the request. Although the PIR Team delivers council and City Manager information to the requester, the PIR Team does not review the information and does not decide what information to send in response to a request. If a council office or the City Manager's office indicates that they do not have responsive information, the PIR Team provides a letter to the requester stating that there is no responsive information.

If emails from council members are requested, Communications and Technology Management (CTM) searches the Council office's email accounts using applicable search terms and date ranges from the request. The council office reviews the emails and sends the ones that are responsive to the request to the PIR Team for delivery to the requester.

For Mr. Walters request, CTM extracted the browser histories for Council Member Zimmerman. The results were reviewed by the council office. The council office sent

two files for browser histories and one file for emails to the PIR Team. The PIR Team provided that information to the requester.

Please let me know if I can provide any additional information. My telephone number is (512) 974-2172. My email address is Deborah.thomas@austintexas.gov.

DT:mr

cc: Anne L. Morgan, Interim City Attorney
Cindy Tom, Assistant City Attorney