



Records and Election Services (City Clerk) Department
1685 Main Street, Room 102
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Santa Monica, CA 90407-2200

March 30, 2020

COVID-19 ALERT
Anticipate Delays in Public Records Act (PRA Request Responses)

Following the declarations of emergency by the federal, state and local health and governmental authorities, the City of Santa Monica City Council proclaimed the existence of a local emergency due to Novel Coronavirus (COVID-19) on March 13, 2020. Due to the unprecedented emergency concerning the spread of the contagious COVID-19 virus, the City has taken immediate steps to prevent and curb the spread of the virus.

As part of the City's measures to protect the public health and safety of our community, we have closed City Hall to the public to practice appropriate social distancing and, thus, our normal operations have been disrupted. For the foreseeable future, the City, with limited staff, will primarily focus on public health and safety and on providing essential services to City residents. As a result, while we continue to be committed to governmental transparency, depending on the type and volume of records sought, there may be delays in responding to public record requests for the duration of this emergency.

If your public records request requires a search for records that are housed at City Hall, or other City facility, and not readily available in electronic form, our assessment as to whether responsive records exist, and our production of records may be delayed. We may also delay our response and production of records if your request requires a search for records by City departments which are currently not being staffed, have limited staff, or are focused on protecting the public health and safety of our community.

We will make every effort to complete public record requests as soon as practically possible and within the time constraints of the California Public Records Act. We appreciate your cooperation in this time of emergency and apologize for any delay.