City Council Agenda Item

Title of Agenda Item: Council Discussion and Approval on the Renewal of JustFOIA-Open Records Request Software

Submitted By: Executive Offices

Date Submitted: 06-07-2024

Work Session Date: 06-17-2024

Council Meeting Date: 06-17-2024

Background/History:

JustFOIA is software designed to streamline and manage the handling of Freedom of Information Act (FOIA) requests. Automating and organizing various aspects of FOIA management aims to make the request and compliance process more efficient for government agencies and organizations.

Key features of JustFOIA include:

- Request Management: Centralizes the handling of FOIA requests, allowing users to track, manage, and respond to requests efficiently.
- Automation: This reduces the administrative burden by automating various tasks, such as request assignment, deadline tracking, and reminders.
- Document Management: Provides tools for organizing, reviewing, and redacting documents before release.
- Compliance Tracking: Helps ensure compliance with FOIA regulations by maintaining detailed records and audit trails.
- Communication: Facilitates communication between requesters and the agency, ensuring transparency and clarity throughout the process.
- Reporting and Analytics: Generates reports and analytics to help agencies understand their FOIA workload and performance.

This renewal period will be from July 24, 2024, to July 23, 2025, and will cost $10,326.75. The funding source will be line item 100-21-1320-52-3210-Internet Website Maintenance.

Action Requested from Council: Approval of renewal

Cost: $ 10,326.75   **Budgeted for:**   X   **Yes**   **No**

Financial Impact: