



Office of the City Manager

August 15, 2018

To: Honorable Mayor and City Councilmembers

From: *Dee* Dee Williams-Ridley, City Manager

Subject: New Records Online Portal

The City has launched a new Records Online portal, which is more reliable and provides more search criteria to make it easier to find the documents you need. This significant upgrade to the public records portal was a joint effort between the City Clerk Department and the Department of Information Technology.

Users can now search narrowly or widely by selecting specific queries for certain document types such as minutes, resolutions, ordinances, staff reports, commission minutes, election results and voter pamphlets, and city contracts.

These queries now have additional search criteria available to users to help them refine their searches and find documents easier. You can search for staff reports by department. You can also select the type of contract. If you're unsure of a spelling, you can search for terms that "sounds like" what you're looking for. Some terms may not be placed in the order you believe, so you can also use a "near" search, which finds words in close proximity.

Records Online provides ready and transparent access to numerous City Documents including City Council minutes, resolutions, ordinances, staff reports, commission minutes, election results and voter pamphlets, and city contracts. Minutes and ordinances in Records Online date back to the early 1900's, resolutions go back to 1984, and staff reports are available back to 2005.

To learn more, you can view [a full list of all the documents stored in Records Online](#). Visit www.cityofberkeley.info/recordsonline to start searching public records in an accessible and easy way.

cc: Ann-Marie Hogan, City Auditor
Department Directors
Assistants to the City Manager