



**AGENDA MEMORANDUM**  
Action Item for the Audit Committee Meeting of January 13, 2026

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**DATE:** January 7, 2026

**TO:** Roland Barrera, Audit Committee Chair

**FROM:** George Holland, CIA, CISA, CCA, City Auditor  
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**Motion to accept F25-007 Legal Department – Open Records  
Requests Follow-Up Report**

**CAPTION:**

Motion to accept F25-007 Legal Department – Open Records Requests Follow-Up Report.

**PURPOSE:**

Discuss the follow-up results for F25-007, the Legal Department – Open Records Requests Follow-Up Report.

**BACKGROUND:**

As part of our annual audit plan, we followed up on the AU24-001 Legal Department – Open Records Requests Audit Report dated April 9, 2024. The audit's objective was to evaluate the Legal Department's timeliness in responding to Open Records requests and the accuracy of fee assessments for these requests originating in the City Secretary's Office.

The initial audit resulted in seven recommendations. Management accepted these recommendations and agreed to make the necessary process changes.

Management stated that six of the seven recommendations have been implemented, with one still in progress. Subsequently, auditors reviewed information submitted by the Legal Department and confirmed that six of the seven recommendations have been implemented, with one still pending.

**ALTERNATIVES:**

The Audit Committee may reject all or part of this follow-up report as presented.

**FISCAL IMPACT:**

N/A

**FUNDING DETAIL:**

N/A

**RECOMMENDATION:**

Staff recommends that the Audit Committee accept F25-007 Legal Department – Open Records Requests Follow-Up Report.

**LIST OF SUPPORTING DOCUMENTS:**

- F25-007 Legal Department – Open Records Requests Follow-Up Report