




Office of the City Manager

INFORMATION CALENDAR
September 11, 2007

To: Honorable Mayor
Members of the City Council

From:  Phil Kamlarz, City Manager

Submitted by: Pamyla Means, City Clerk

Subject: Records Online

INTRODUCTION

The City Clerk Department's mission is to support the City's legislative body by recording and maintaining the official records and legislative history of the City, and provide a wide range of public information to elected officials, appointed bodies, the public, and City staff.

The City Clerk Department is responsible for the administration of the Citywide Records Management Program. The Records Management Program insures that vital records of the City are created and maintained pursuant to state and local law, are maintained to provide historical documentation about the City, and are accessible to the public. Berkeley's Records Online is an exciting new web-based search tool that allows City staff and the public to search, view, and print documents stored in the city's electronic records repository. The search interface incorporates different methods of search including: 1) searching by document type; 2) searching by document text; and 3) searching by date. All documents are displayed in PDF format optimized for standard broadband Internet transfer rates.

The web-based search tool will allow both internal and external users to quickly and easily retrieve City records that are electronically stored online, thereby resulting in:

- Improved customer service and enhanced open access to city records 24x7;
- Increased staff efficiencies by reducing the number of in-office requests for records;
- Reduced duplication of effort in publication and posting of records for public consumption.

The Records Online search application may be accessed via the following links:

- <http://www.CityofBerkeley.info/clerk/recsonline>
- <http://www.ci.berkeley.ca.us/clerk/recsonline>

Records available for access at this time include:

- City Council
 - Minutes, July 1909-Present
 - Resolutions, January 1984-Present
 - Ordinances, March 1923-Present
 - Staff Reports, September 2005-Present
- Housing Authority (Old)
 - Minutes, July 1992-June 2007
 - Resolutions, February 2002-June 2007
 - Staff Reports, September 2005-June 2007
- Redevelopment Agency
 - Minutes, May 1991-Present
 - Resolutions, February 2003-present
 - Staff Reports, September 2005-present
- Landmarks Preservation Commission
 - Minutes, 1999-Present
- Planning Commission
 - Minutes, 1999-Present
- Zoning Adjustments Board
 - Minutes, 2002–Present
- Berkeley Municipal Code

As part of the City Clerk Department work plan, records available through Records Online will increase as this new service is extended out to all City departmental records.

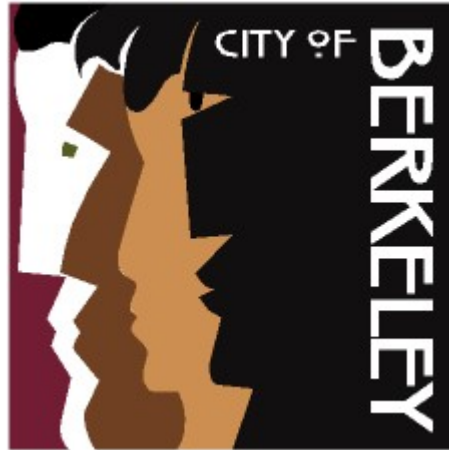
CONTACT PERSON

Pamyla Means, City Clerk, City Clerk Department, 981-6910

Attachments:

1. Records Online Search Procedures

City Clerk Department
Records Online Procedures



September 2007

Records Online Procedures

Berkeley's Records Online is an exciting new web-based search tool that allows City staff and the public to search, view, and print documents stored in the city's electronic records repository. The search interface incorporates different methods of search including, 1) searching by document type, 2) searching by document text, and 3) searching by date. All documents are displayed in PDF format optimized for standard broadband Internet transfer rates.

This web-based search tool allows users to quickly and easily retrieve city records that are electronically stored, thereby resulting in:

- Improved customer service and enhanced open access to records 24 hours a day, 7 days a week.
- Increased staff efficiencies by reducing the number of in-office requests for records.
- Reduced duplication of effort in publication and posting of records for public consumption.

Step 1: Access the Records Online search application via the following links:

- <http://www.CityofBerkeley.info/clerk/recsonline>
- <http://www.ci.berkeley.ca.us/clerk/recsonline>
- For a list of records available
<http://www.ci.berkeley.ca.us/clerk/recsonline/recs.html>

Step 2: Select **Search Records Online** in the middle of the page or on the left side bar. A new search window will open.

HOME ELECTED OFFICIALS CITY DEPARTMENTS & SERVICES CALENDAR & LOCAL LINKS SEARCH E-MAIL

CITY CLERK
2180 Milvia Street, Berkeley, CA 94704
Tel: (510) 981-6900, TDD: (510) 981-6903
Office Hours: Monday - Friday 8 a.m. - 5 p.m., E-mail: clerk@ci.berkeley.ca.us
NEW! Note: Some City buildings and services will be closed to the public on holidays and reduced services days. Access the [City's Holiday and Reduced Service Days Schedule](#).

BOARDS & COMMISSIONS CHARTER CITY COUNCIL CONFLICT OF INTEREST
DOMESTIC PARTNERSHIP ELECTION INFO RECORDS ONLINE MUNICIPAL CODE & ZONING ORDINANCE

> [Records Online Home](#)

> [Search Records Online](#) (opens in new window)

> [Frequently Asked Questions](#)

> [What's in Records Online?](#)

> [Search Tips](#)

Records Online Home Page

Welcome to the City of Berkeley's
Records Online

Berkeley's Records Online is an exciting new web feature that enables anyone with access to the Internet to search and access City documents. The City Clerk Department is responsible for the care and custody of all official records for the City of Berkeley. The department's mission is to support the City's legislative bodies by recording and maintaining the official records and legislative history of the City, and provide a wide range of public information to elected officials, appointed bodies, public citizens, and City staff.

Search Records Online* Now (search form opens in new window)

[What's in Records Online?](#)

Records Online Procedures

Step 3: In the Search Window, select the criteria you would like to search by: **Document Type**, **Legislative Body**, **Document Number** (for Ordinances and Resolutions), **Date Range**, or **Text Searching** by word or phrase. Select the **Search** button to execute the search. Please also refer to the procedures listed in the Search Window and also on the Records Online site for additional search tips.

To Complete a Successful Search:

1. Select one or more document types and one or more legislative bodies. To make multiple selections or to deselect, use Ctrl+Click (Windows) or Option+Click (Mac).
2. Enter search text, and/or specify a date range. For records indexed by numbers, such as Ordinances and Resolutions, you may search by entering a document number.
Note: When entering more than one word in the search text field, you can search for the exact phrase or choose one of the boolean options as noted below:
 - Phrase (both words must appear together in the records, side by side, as a phrase)
 - And (both words will appear in the records, but not necessarily together as a phrase)
 - Or (either word can appear in the records.)
3. Click Search. The search results will appear in this window. Select the record of interest and click Retrieve Document. You will be prompted to either Open or Save the PDF document. Note: In order to view PDF files, you must have a PDF document viewer. You can download a free copy of Adobe Acrobat Reader here: (<http://www.adobe.com/products/acrobat/readstep2.html>)

Records Online Search Window

Your results will appear in the same search window, under the Search Form.

An example of Search Results is shown below.

Records Online Procedures

Step 4: Reviewing Search Results. You may sort the **Search Results** in ascending or descending order by single clicking on any of the column headings.

You can also export the search results into a Microsoft Excel file to save for future reference by clicking the **Export Search Results to Excel** button.

City of Berkeley: Records Online

Select Document Type:
Select All
Minutes
Ordinance
Resolution

Select Legislative Body:
Select All
City Council
Redevelopment Agency
Housing Authority

Start Date:
End Date:

Search Text: vietnam
Phrase

Export Search Results to Excel
Retrieve Document
Clear
Search

Date	Source	Type	Subject	Document Number	Page Count	Full Text Rank
6/13/2000	City Council	Minutes		0	22	17
10/12/1999	City Council	Minutes		0	24	8
9/14/1999	City Council	Minutes		0	26	8
12/8/1998	City Council	Minutes		0	14	9
11/24/1998	City Council	Minutes		0	10	10
10/27/1998	City Council	Minutes		0	9	10
7/28/1998	City Council	Minutes		0	11	21
6/9/1998	City Council	Minutes		0	24	8
11/18/1997	City Council	Minutes		0	20	9
9/9/1997	City Council	Minutes		0	15	9
1/28/1997	City Council	Minutes		0	13	9
11/14/1995	City Council	Minutes		0	9	21
7/18/1995	City Council	Minutes		0	11	49

Record Count: 81

Records Online Search Results

Step 5: Accessing Documents. To access a document, highlight (by single-clicking) the document you wish to retrieve and select the **Retrieve Document** button.

All documents are presented in Adobe Acrobat® Portable Document Format (PDF). In order to view PDF files, you must have a PDF document viewer. You can download a free copy of Adobe Acrobat Reader at: <http://www.adobe.com/products/acrobat/readstep2.html>

A new **File Download** window will appear asking if you would like to **Open** or **Save** the requested PDF file. Select **Open** to view the file.

File Download

Do you want to open or save this file?

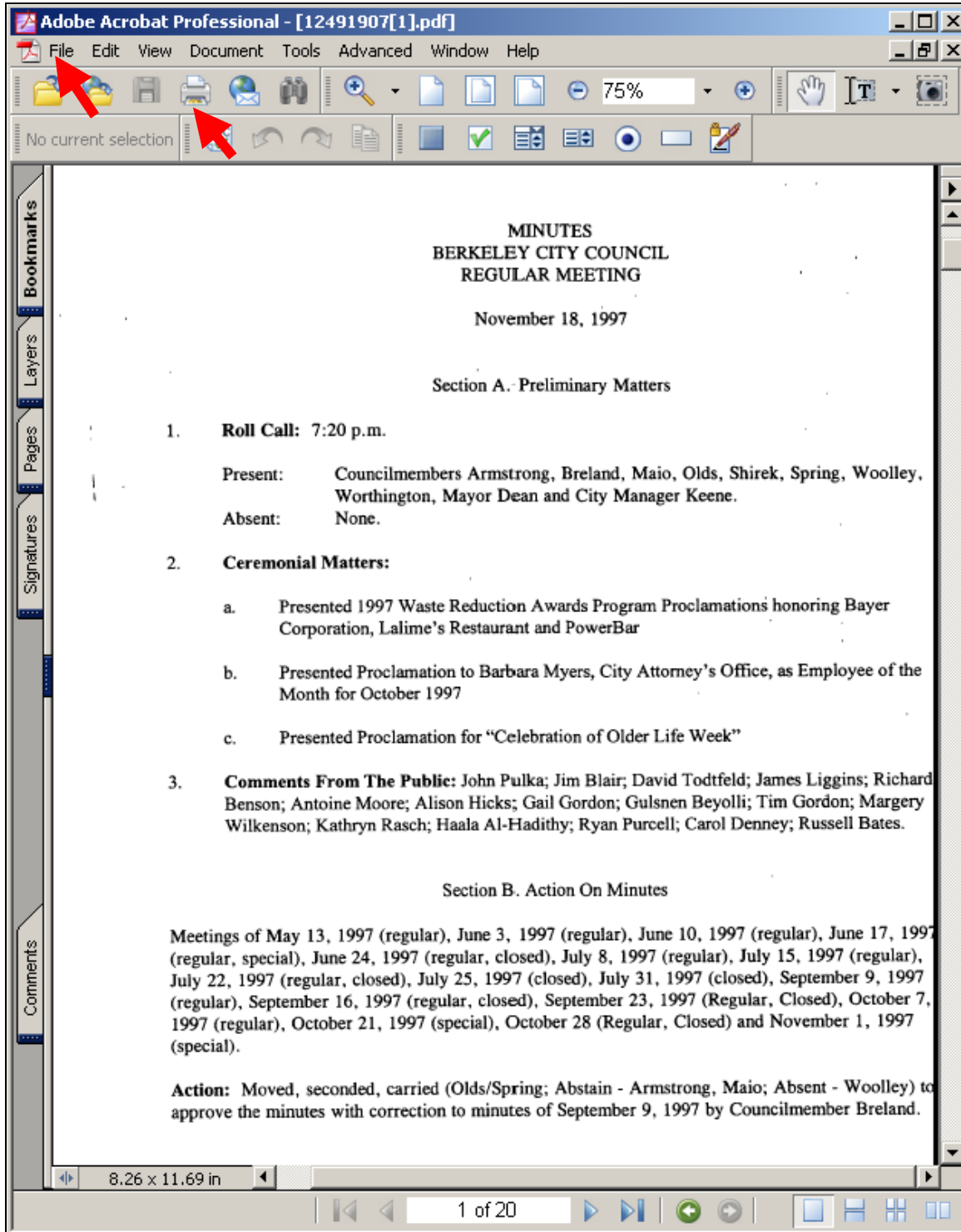
Name: 12491907.pdf
Type: Adobe Acrobat Document, 1.03 MB
From: www.cityofberkeley.info

Open
Save
Cancel

Opening or Saving a Document

Records Online Procedures

The file opens in Adobe Acrobat. You may now print or save the document using the icons on the toolbar or the options under the **File** menu. If you have any questions or feedback, please contact the City Clerk Department, Records Unit, at 981-6900 or by e-mail at clerk@ci.berkeley.ca.us.



Viewing the Document in Adobe Acrobat