

Open Records Request Tracker

Overview

The Open Records Request Tracker system is designed to manage all open public requests within a municipality. This user-friendly module ensures compliance and allows for easy retrieval of critical data and documents. It also offers quick access to information regarding the status of any open public record request.

Software Features

- Online submission portal for resident requests
- Easily manage all records associated with open public records requests
- View all active and closed requests at any time
- Oversee and manage each request phase from creation to completion
- Receive automated notifications for pending, upcoming, or past due requests
- Create customized letters and email attachments within the system
- View and attach related documents directly to the request record
- Quickly find any active, closed, or canceled request via the advanced search functionality
- Record and track all pertinent information on any active, closed, or canceled request, as well as any fee, payment, or deposit
- Track and view requests based on their legal retention period
- Notify users to purge requests based on the identified retention period