

PUBLIC RECORDS METRIC GUIDANCE

BASELINE DATA

For agencies that are required to submit a report or agencies submitting a report voluntarily, the following additional baseline data will be required. The baseline data will be used to automate some of the calculations included in the reporting tool. By automating calculations, JLARC hopes to reduce the reporting burden on agencies and avoid calculation errors. The additional baseline data includes:

- Total number of open public records requests at the start of the reporting period
 - Total number of those open requests that were closed during the reporting period

NOTE: The reporting system will add this number to the fourth figure (Total number of those public records requests received during the reporting period that were closed during the reporting period) for a **total requests closed** figure used in calculations.

- Total number of public records requests received during the reporting period
 - Total number of those public records requests received during the reporting period that were closed during the reporting period

Once this information is provided you will begin reporting on the 15 required metrics.