

ARC: Advanced Records Center

Overview



Best Best & Krieger LLP's ARC: Advanced Records Center combines legal know-how with cutting-edge technology to provide comprehensive and cost-effective support for records-related matters, including California Public Records Act request processing.

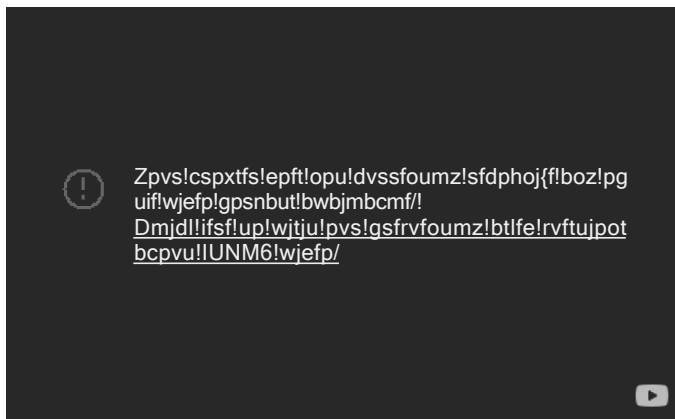
Let ARC Solve Your PRA Problems

ARC allows public agencies to decrease the resources they dedicate to PRA requests. We solve the problem of staffing for surges in PRA requests by either supplementing your in-house staff or completely taking on the request. This service, which can expand or contract as quickly as your volume and complexity of PRA requests increase, provides your agency with greater process consistency and efficiency while lowering your litigation risk.

Public records requests have increased in recent years, and responding to them became even more time consuming and complex in the wake of the [San Jose decision](#) — which made communications on private devices subject the PRA.

How ARC Works

Several questions emerge when a PRA request arrives: What records are requested? Where are those records stored? How can we collect and produce the responsive records? What if the responsive records are on personal cell phones or email accounts? Can we do all of this within the next 10 days?



Key Contacts



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Here's how ARC's streamlined process helps answer these questions:

Analyze

Since time is of the essence, the initial PRA request review can be the most important. BB&K's ARC team are certified e-Discovery specialists with the experience to analyze requests and determine the records being sought.

Collect

Then, ARC team members work with the public agency's staff, including the technology department, to identify and collect the records that are responsive to the request — even if those records are text messages, photos, videos or messages within personal email accounts. The ARC approach to document collection is consistent, thorough and completely documented.

Process

After the records are transferred to BB&K, ARC team members use sophisticated software to create a search that quickly and efficiently drills down on the target records. This process brings huge cost and time savings, as it allows us to rapidly and accurately locate responsive documents at a fraction of the cost of some traditional e-discovery vendors.

Review

The resulting records then go through a vigorous review process by experienced and trained personnel. If the review uncovers complex legal questions, an attorney will review and provide advice. The level of review can be modulated based on the clients' needs and the complexity of the requests.

Produce

The records to be produced may include emails, text messages, word processing files, spreadsheets, databases, videos, photos, drawings, data from proprietary apps and voice mail messages. BB&K's e-discovery skilled ARC team understands how different types of documents are impacted by processing and production formats and can oversee a seamless production — all within the timeframes permitted by the PRA.

PRA Policy Drafting, Training and Advice

The ARC team drafts PRA policies and procedures that public agencies can put in place for all staff assigned with processing PRA requests. In addition, BB&K has developed a PRA training course that prepares public agency clients to respond to PRA requests. This interactive training helps public employees distinguish personal and public records, focusing on the factors that the Court provided in *City of San Jose*.

The ARC team also provides legal advice on how to navigate the ever-

Government Policy & Public
Integrity

Public Agency Litigation

Public Safety

Our Perspective

Digital Information Management

changing laws related to e-discovery. With the emergence of new technologies, we regularly advise clients regarding the use of public and private electronic devices, and the public's right to access information, including electronic communications.

For more than a century, BB&K has partnered with public agencies to provide clear and accurate legal guidance, especially in areas where the law is novel and evolving — such as the PRA. Now, by providing this full-service approach to PRA requests and other records-related matters, BB&K steps up again to help clients streamline the process and avoid costly pitfalls.

Contact your BB&K attorney or paralegal, or email us at ARC@bbklaw.com, for more information or to schedule your PRA Assessment.

Videos



ARC: ADVANCED RECORDS CENTER

Introducing BB&K's ARC: Advanced Records Center

Full-Service Public Records Act Response, Training and Advice

[WATCH HERE >](#)



ARC: ADVANCED RECORDS CENTER

How the San Jose Case Changed the Public Records Act

Helping Public Agencies Prepare and Respond

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ARC: ADVANCED RECORDS CENTER

Why Technology Matters: Public Records Act

How BB&K's ARC Helps

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People

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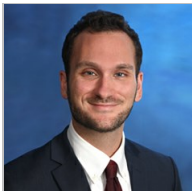
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News & Events

LEGAL ALERTS | OCT 09, 2019

LAPD, ACLU Reach Settlement in Public Records Act Lawsuit

LAPD Agrees to Requirements Significantly Beyond the CPRA

AUTHORED ARTICLES & PUBLICATIONS | SEP 10, 2019

CPRA: The Only Constant is Change

ARC's Christine Wood Discusses Calif. Public Records Act Updates in *Riverside Lawyer Magazine*

BB&K WEBINAR | JUL 30, 2019

Producing Police Video and Audio Records

BB&K Free Webinar

PRESS RELEASES | JUL 08, 2019

BB&K Ranked No. 202 on NLJ Largest Law Firms

Growth Attributed to a Niche Public Law Focus and Great Results

LEGAL ALERTS | JUN 26, 2019

Public Agencies Should Follow Appellate Decision on SB 1421 Despite New, Conflicting Ruling

Ventura County Decision Latest to Address Public Release of Police Records

BB&K WEBINAR | JUN 19, 2019

Update: Social Media Meets the First Amendment

Free BB&K Webinar

VIDEOS | JUN 17, 2019

[WEBINAR] Update: Social Media Meets the First Amendment

BB&K Webinar

BB&K WEBINAR | JUN 06, 2019

AB 1234 Ethics Training (June 6, 2019)

BB&K Webinar

EVENT | MAY 31, 2019

Open Meetings and Open Records Conference 2019

California Lawyers Association Public Law Section

PRESS RELEASES | MAY 13, 2019

BB&K One of 200 Largest Law Firms in the U.S.

Law360 Annual Ranking Reflects Firm's Continued Recent Growth

LEGAL ALERTS | APR 11, 2019

California Court of Appeal Publishes Opinion Requiring Release of Police Personnel Records Under SB 1421

Decision is Binding on All Trial Courts in the State

BB&K IN THE NEWS | FEB 27, 2019

American Lawyer Discusses BB&K Growth Last Year

Firm Expands to Meet Client Demand

LEGAL ALERTS | FEB 26, 2019

Attorney-Client Privilege Successfully Argued by City in PRA Case

California Appellate Court Decision Says Even a Judge Can't Review Privileged Records

LEGAL ALERTS | FEB 12, 2019

Public Agency Access to Data Does Not Make Data

Disclosable Under PRA

California Appellate Court Ruling in Anderson-Barker v. Superior Court of Los Angeles County

LEGAL ALERTS | FEB 11, 2019

First Court Ruling on Merits of SB 1421

Police Unions' Argument to Block Release of Pre-2019 Records Found "Legally Unmeritorious"

AUTHORED ARTICLES & PUBLICATIONS | FEB 08, 2019

Open Secrets: Police Records and the PRA

BB&K's Christine Wood and Alexander Brand Go In-Depth on SB 1421 in Los Angeles Lawyer Magazine

LEGAL ALERTS | FEB 04, 2019

California Public Records Act Update

Legislative and Court Updates Impacting PRA in 2018

LEGAL ALERTS | JAN 29, 2019

SB 1421 Challenged in Courts, But Most California Public Agencies Must Still Produce Peace Officer Records

Police Unions Obtain Temporary Restraining Orders to Stop Record Disclosures

BB&K WEBINAR | JAN 23, 2019

AB 1234 Ethics Training (Jan. 23, 2019)

BB&K Webinar

LEGAL ALERTS | JAN 16, 2019

California Attorney General's Office Clarifies its Information Bulletin Regarding Public Access to Police Records

Information Bulletin Regarding SB 1421 Does Not Impose New Records Retention Requirements

LEGAL ALERTS | DEC 31, 2018

California AG Addresses Charter Schools and Public Integrity Laws

Opinion Confirms Applicability of the Brown Act, Public Records Act, and
Conflicts of Interest Laws

VIDEOS | DEC 26, 2018

ARC: How the San Jose Case Changed the Public Records Act

The Advanced Records Center Helps Public Agencies Prepare and Respond

VIDEOS | DEC 26, 2018

Why Technology Matters: Public Records Act

How BB&K's ARC: Advanced Records Center Helps

VIDEOS | DEC 21, 2018

Introducing BB&K's ARC: Advanced Records Center

Full-Service Public Records Act Response, Training and Advice

PRESS RELEASES | DEC 19, 2018

Cities' Struggles to Meet Obligations Are Real — BB&K Municipal Law Team Grows to Help

New and Expanded Services and More Attorneys and Staff Added in 2018

BB&K IN THE NEWS | OCT 25, 2018

BB&K Attorney Gary Schons Conducting Review of Police Use of Communication App

TigerText, Used in Long Beach, Automatically Deletes Messages

| OCT 24, 2018

[WEBINAR] ESI Primer for PRA Requests

BB&K Webinar

BB&K WEBINAR | OCT 24, 2018

ESI Primer for PRA Requests

BB&K Free Webinar

LEGAL ALERTS | OCT 09, 2018

Certain Police Personnel Records No Longer Confidential

LEGAL ALERTS | OCT 08, 2018

AB 748: More Public Access to Body Camera Footage Under PRA

Amendment to California Law Gives Public Agencies More Responsibility to Provide Footage

AUTHORED ARTICLES & PUBLICATIONS | AUG 23, 2018

The Public Square has Gone Online

BB&K Attorneys Christine Wood and HongDao Nguyen Write About Public Officials' Social Media Use in PublicCEO

VIDEOS | AUG 14, 2018

Christi Hogin Video Bio

Of Counsel

VIDEOS | AUG 14, 2018

Trevor Rusin Video Bio

Partner

LEGAL ALERTS | AUG 13, 2018

Public Agencies and GDPR Compliance

Government Entities Should Evaluate Data Collection and Use Practices

LEGAL ALERTS | JUL 30, 2018

Public Agency Spared Attorneys' Fees Award in Reverse PRA Action

California Appellate Court Decision National Conference of Black Mayors, et al. v. Chico Community Publishing Company

AUTHORED ARTICLES & PUBLICATIONS | JUL 20, 2018

Emails and E-Discovery: California Public Records Act

BB&K's Christine Wood Explores San Jose Ruling Repercussions in PublicCEO

BB&K WEBINAR | JUL 18, 2018

AB 1234 Ethics Training (July 18, 2018)

BB&K Webinar

| JUL 11, 2018

[WEBINAR] Social Media Meets the First Amendment

BB&K Webinar

BB&K WEBINAR | JUL 11, 2018

Social Media Meets the First Amendment

Free BB&K Webinar

| JUN 26, 2018

[WEBINAR] Do You Know the Way [After] San Jose?

BB&K Webinar

BB&K WEBINAR | JUN 26, 2018

Do You Know the Way [After] San Jose?

BB&K Free Webinar

AUTHORED ARTICLES & PUBLICATIONS | JUN 12, 2018

Digital Public Records

BB&K Attorney Christine Wood Discusses Record Retention Policies in PublicCEO

PRESS RELEASES | JUN 07, 2018

Isabel Safie and Jill Tremblay Return to 2018 So. Cal. Super Lawyers Rising Stars List

The BB&K Attorneys Acknowledged Again for Practice Achievements

| MAY 23, 2018

[WEBINAR] Public Records Act - Taming the Email Tiger

BB&K Webinar

BB&K WEBINAR | MAY 23, 2018

Public Records Act - Taming the Email Tiger

BB&K Free Webinar

AUTHORED ARTICLES & PUBLICATIONS | MAY 23, 2018

CEQA – Today and Tomorrow

Legal Decisions and Pending Guideline Updates Have Effect on the CEQA Review Process Write BB&K Attorneys Charity Schiller and Amanda Daams in PublicCEO

LEGAL ALERTS | APR 20, 2018

Private Attorney General Statute to Award Fees Used in a Reverse-PRA Dispute

Part III: Pasadena Police Officers Association v. City of Pasadena

LEGAL ALERTS | APR 19, 2018

An Appellate Court’s Observation May Have Effect on Reverse-PRA Actions

Part II: Pasadena Police Officers Association v. City of Pasadena

LEGAL ALERTS | APR 17, 2018

PRA Fee Award Narrowed to Cover the Issue of Scope of Redactions

Part I: Pasadena Police Officers Association v. City of Pasadena

AUTHORED ARTICLES & PUBLICATIONS | MAR 23, 2018

Top 5 Tips for Responding to a PRA Request (Hint: Communication is Key)

BB&K Attorney Jessica Lomakin Writes on Public Records Act Requests for PublicCEO

EVENT | MAR 13, 2018

Required Ethics AB 1234 Compliance Training Webinar

Join BB&K Partner Michael Maurer for a CSDA webinar covering general ethics principals and AB 1234 compliance training.

AUTHORED ARTICLES & PUBLICATIONS | FEB 28, 2018

New Laws Part I: 2018 Brings Campaign, Election and Records Reforms

PublicCEO

LEGAL ALERTS | FEB 07, 2018

California's Labor & Employment Changes for 2018: Part I

Legislative Changes Impacting Employers

LEGAL ALERTS | JAN 11, 2018

2018 California Public Agency Laws – Part III

Cannabis, LAFCO Law and a Round Up of Other New Laws Impacting Public Agencies

LEGAL ALERTS | JAN 10, 2018

2018 California Public Agency Laws – Part II

Housing and Land Use, Environment, Public Property/Public Works and Economic Development

LEGAL ALERTS | JAN 09, 2018

2018 California Public Agency Laws – Part I

Elections, Public Records Act, Revenue and Conflicts of Interest

PRESS RELEASES | JAN 02, 2018

Five Attorneys Named to Partnership

BB&K Announces Promotions
