

# Submit documents for a Public Records Request

Public Record Requests (PRRs) are now managed in Dynamics CRM. Submitters will upload documentation into Dynamics CRM using a link provided within the Requester's email.

This guide provides instruction on uploading documents to Dynamics CRM.

1. Requests to upload documents relating to PRRs will be sent via email.
2. Click the link within the email to upload the required documents from your computer.

This email contains important information from the City Clerk's office. 1

PER GOVERNMENT CODE SECTION 6253, WE ARE REQUIRED TO RESPOND WITH A DETERMINATION TO THIS REQUEST WITHIN TEN DAYS.

**PER ADMINISTRATIVE POLICY 100.14 THE REQUESTED INFORMATION SHALL BE FORWARDED TO THE CITY CLERK'S OFFICE WITHIN THREE DAYS OF RECEIPT OF REQUEST**

Request Number: 311-06762-X8M1F1  
Request Date: 2/14/2019 2:38 PM

Record(s) requested: To view the following records:  
- [Update with requested records]

Please provide me with information on the maintenance budget for 2018-2019

Please provide the requested information by uploading the relevant documents using this [link](#). 2

If you have questions, please feel free to call me at ext. 2203.

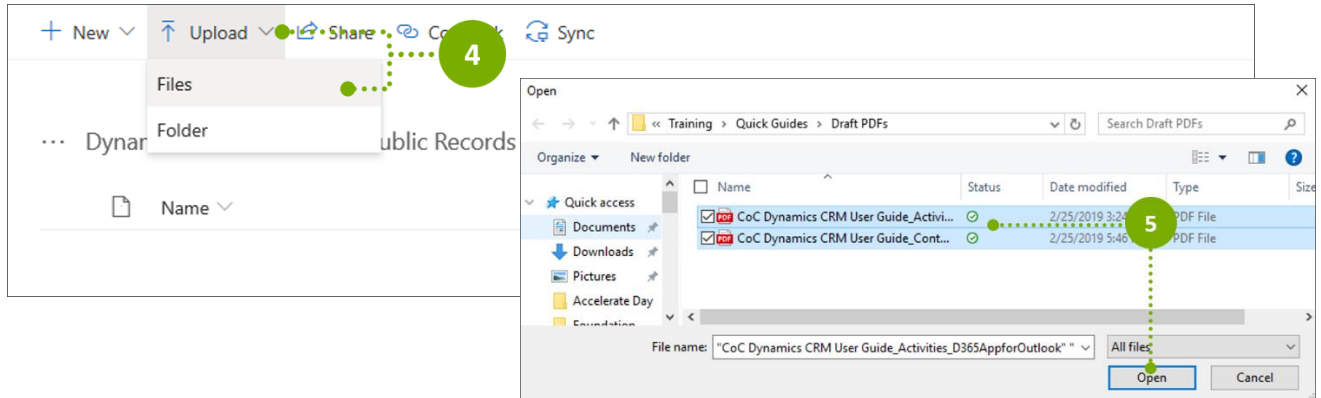
Thank you.

3. Click the Folder name relating to your department. You will upload documents here.

Files > Dynamics365 > Case > Public Records Request 31106762X8M1F1\_3D436741A930E911867B0003FF582AAF

Name	Modified	Modified By	File Size	Sharing
DWP <span style="float: right;">3</span>	* 13 minutes ago	Simon Rilkoﬀ		Shared
Public Works	* 13 minutes ago	Simon Rilkoﬀ		Shared

4. Click Upload>Files.
5. Browse for the required file(s) and click OK.



6. Repeat steps 4 – 5 until all required documents are uploaded to your department’s folder.
7. When all files are uploaded, click X on the relevant tab in your browser to complete the upload process.

