



Legislation Details (With Text)

File #: 130276. **Version:** 4 **Name:** Public Records/Clerk's Office
Type: Staff Recommendation **Status:** Passed
File created: 8/27/2013 **In control:** Legislative and Organizational Policy Committee
On agenda: 6/18/2015 **Final action:** 6/18/2015
Title: Public Records/Clerk's Office (B)
Sponsors:
Indexes:
Code sections:
Attachments: 1. 130276_Public Records Request Training Pkt_20150120.pdf, 2. 130276_Website Info Public Records Request_20150303 .pdf, 3. 130276A_Web Pages_20150618.pdf, 4. 130276B_April 14 Minutes__20150618.pdf

Date	Ver.	Action By	Action	Result
6/18/2015	4	City Commission	Approved as Recommended	
1/20/2015	2	Legislative and Organizational Policy Committee	Discussed	
8/20/2013	1	City Commission	Referred	Pass

Public Records/Clerk's Office (B)

During the January 20, 2015 Legislative and Organizational Policy Committee meeting agenda items #130131 Public Records Request and #130276 Public Records/Clerk's Office were discussed simultaneously. State law requires each employee be the custodian of records they hold and further requires they respond to a public records request in a reasonable amount of time, regardless of whether the entity has a centralized office designated to respond to public records requests. City policies and procedures also include costs and fees in accordance with State law.

Based on direction from the Committee, on March 3, 2015 staff presented a draft web page to be placed on the City's website to help citizens understand how and where to make a public records request, and the potential cost of such requests. Upon review of the draft, the Committee members asked staff to include some "helpful hints" and a link with department contacts for ease in requesting records.

None

The City Commission: 1) review and approve the draft web page for Public Records Requests; and 2) remove this agenda item from the Legislative and Organizational Policy Committee's referral list.