



## Legislation Text

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**File #:** 090882., **Version:** 0

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### **Human Resources: Policy G-1, Policy and Procedure Promulgation and Policy G-5, Public Records (B)**

Policy G-1, Policy and Procedure Promulgation: Over time, it may become apparent that the City's human resources policies and administrative procedures contain outdated references to industry terminology, obsolete department names or classifications, spelling and grammatical errors, or inappropriate formatting. The revision to Policy G-1 provides the Human Resources & Organizational Development Department with the authority to make non-material changes to human resources policies and administrative procedures to correct these types of issues upon approval of the Charter Officers. If given such authority, the Human Resources Director would notify the City Commission via memorandum of all such changes within 14 days of the effective date of the change(s).

Policy G-5, Public Records: It is important to have policies and procedures to guide employees in retaining public records and responding to public records requests. Policy G-5 provides that the policy of the City of Gainesville is to retain public records, provide the public access to public records in accordance with Florida law, and to require the Charter Officers to adopt administrative procedures to implement the public records policy and ensure that the City is in compliance with Florida's Public Records Law.

There is no fiscal impact.

Approve Policies G-1, Policy and Procedure Promulgation and G-5 Public Records.