



## Legislation Details (With Text)

**File #:** 130131. **Version:** 5 **Name:** Mayor Ed Braddy - Public Records Request (NB)  
**Type:** Staff Recommendation **Status:** Passed  
**File created:** 7/10/2013 **In control:** Legislative and Organizational Policy Committee  
**On agenda:** 6/18/2015 **Final action:** 6/18/2015  
**Title:** Public Records Request (B)

**Sponsors:**

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**Attachments:** 1. 130131A\_G-5 Public Records Admin Procedures\_20150120.pdf, 2. 130131B\_G-5 Public Records Policy\_20150120.pdf, 3. 130131C\_Public Records Request Training Pkt\_20150120.pdf, 4. 130131\_Public Records Request Website Page\_20150414.pdf, 5. 130131A\_Web Pages\_20150618.pdf, 6. 130131B\_April 14 Minutes\_20150618.pdf

Date	Ver.	Action By	Action	Result
6/18/2015	5	City Commission	Approved as Recommended	
4/14/2015	4	Legislative and Organizational Policy Committee	Approved as shown above (See Motion)	
1/20/2015	2	Legislative and Organizational Policy Committee	Discussed	
7/18/2013	1	City Commission	Referred	Pass

### Public Records Request (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 citizen's understand how and where to make a public records request, and the potential cost of such requests. Upon, review of the draft, the Committee asked staff to include some "helpful hints" and a link with department contact numbers.

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.