



Legislation Text

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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.