

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: August 27, 2025

SUBMITTED BY: Corey Fortin, City Administration

ITEM TYPE: Resolution

AGENDA SECTION: CONSENT AGENDA

SUBJECT: Resolution 25-73 - Contract and Document Management Policy and Procedures

SUGGESTED ACTION: Approve

Is this item Quasi-Judicial?

No

Does this item require a public hearing?

No

EXPLANATION:

The City Council wishes to establish a system to maintain the official records of the City of Bradenton in an organized and efficient manner and create a policy memorializing the location of stored documents for future reference in accordance with State record retention schedules and internal policies.

The procedures to be followed by City personnel pursuant to this policy will aid in more accurate and timely responses to public records requests relative to official records on file with the City.

FINANCIAL IMPACT:

N/A

ATTORNEY REVIEW/RECOMMENDATION:

Reviewed and approved by Attorney Rudacille.

SUGGESTED MOTION:

Motion to approve and adopt Resolution 25-73.

ATTACHMENTS:

Resolution 25-73