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CITY COUNCIL AGENDA ITEM REPORT

DATE: June 14, 2023
SUBMITTED BY: Corey Fortin, City Administration
ITEM TYPE: Resolution
AGENDA SECTION: CONSENT AGENDA
SUBJECT: Resolution 23-57 - Revised Public Records Policy, Procedures, and Forms
SUGGESTED ACTION: Approve and adopt Resolution 23-57.

Is this item Quasijudicial?

No

Does this item require a public hearing?

No

EXPLANATION:

The attached policy, procedures and forms have been developed to ensure that the City of Bradenton maintains compliance with the requirements outlined in the Florida Statutes in regards to records management in addition to the effective, efficient, economical and uniform management of the generation, utilization, maintenance, retention, preservation, provision, and disposal of those records.

The revised policy includes updates and clarifications to the existing policy and memorializes the procedures to be followed in the fulfillment of public records requests, and ensures that fees for requests are consistently applied.

FINANCIAL IMPACT:

N/A

ATTORNEY REVIEW/RECOMMENDATION:

Approved

SUGGESTED MOTION:

Motion to approve and adopt Resolution 23-57.

ATTACHMENTS:

