



Meeting Minutes - Final City Commission Workshop

Monday, October 7, 2019

9:00 AM

CITY COMMISSION CHAMBERS

C. [19-0933](#) Discussion Regarding Public Records Request Policy and Procedure

Ms. Taylor provided a presentation regarding Public Records Request Policy.

Discussion ensued regarding the implementation of GovQA, police record requests including 911 calls and number of records employees, City Clerk Public Records Tech I, process for record requests through GovQA, necessity of a records professional to provide public record requests, issues with GovQA, separating Police and City public record requests, deflection process in GovQA, Police current public record software, public records log, GovQA security issues, Police records electronic storage, and City Clerk as the keeper of records according to the Charter,

Ms. Slayton left the meeting at 10:43 a.m. and Mr. Golen took her place.

There was a consensus to suspend the requirement that all public record requests have to be fulfilled by the City Clerk's Office.

Recess was taken from 10:52 a.m. to 11:07 a.m.

Discussion ensued regarding time allotted to fulfill public record requests.

There was a consensus to allot 30 minutes for public record requests subsequent to charging a fee for staff time..

Discussion continued regarding tracking requests through GovQA, process for readily available records, security profiles in GovQA, previous process for tracking public record requests, fee schedule for public record requests including staff time for extensive requests, Police Department handling their own public record requests including billing for staff time, and Florida Statutes regarding public record requests retention requirements.

There was a consensus to include the fee schedule in the public records policy.

Discussion continued regarding a fee schedule based on actual costs, process for Commissioners receiving a public record, types of public record requests and delivery process, record provider being accountable for record request retention, and outstanding balance on a public record request.

There was a consensus to develop a letter regarding paying a deposit, never picking up the requested material and not being permitted to make another public record request until the outstanding balance is paid in full.

Discussion ensued regarding current process for record request outstanding balances, record request fee for work being done, threshold and starting point for outstanding balances prior to fulfilling another record request and online payments.

There was a consensus to assess a fee for each submitted public record request to be paid prior to another request being addressed.

There was a consensus to adopt a Resolution addressing the implementation of delinquent accounts on October 1, 2019.

Discussion continued regarding the Historic and Cultural Advisory Board access to historic archives and policy for access, and ADA reasonable accommodation for public records.

Recess was taken from 1:58 p.m. to 12:15 p.m.

There was a consensus for staff to provide a Resolution with recommendations as previously stated including withholding future public record requests until outstanding invoices are paid in full, all Police Department public record requests do not have to go through the City Clerk's Office, to allot 30 minutes of staff time for public record requests before charging a fee and effective date of October 1, 2019 for delinquent accounts.