

**RESOLUTION NO. 2018-55**

**A RESOLUTION, AMENDING RESOLUTION NO. 97-144, AS AMENDED BY RESOLUTION NOS. 2006-108, 2011-64 2014-016, WHICH ESTABLISHED A PUBLIC RECORDS POLICY; SPECIFICALLY AMENDING THE TITLE OF THE POSITION FOR THE HOURLY WAGE AMOUNT FOR THE EXTENSIVE USE FEE; AND ADDING A FEE FOR THE PLACEMENT OF RECORDS REQUESTS ONTO A USB FLASH DRIVE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners advocates a policy of full compliance with Florida Statutes, Chapter 119, the Public Records Law; and

**WHEREAS**, the Board of County Commissioners desires to establish a written policy for all its employees in order to ensure full compliance.

**NOW, THEREFORE, BE IT RESOLVED** this 9<sup>th</sup> day of April 2018, by the Board of County Commissioners of Nassau County, Florida, that the public records policy adopted by Resolution No. 97-144, as amended, shall be further amended as follows:

1. The County Manager or his/her designee is designated as the individual responsible to ensure that all public records requests are promptly addressed and that all county employees are informed as to the public records procedures.

2. The County Attorney shall conduct classes for all department heads and employees deemed necessary regarding public records requests.

3. The County Manager or his/her designee shall ensure that a copy of Florida's Government-in-the-Sunshine Manual and Public Records Law Manual, published by the Florida Attorney General's Office and First Amendment Foundation, shall be maintained at the County Manager's Office. Each department head shall also be provided with a copy of the manual and said manual shall be maintained in their respective offices.

4. Any written public records request received by an employee shall immediately be given to the department head with a copy provided to the County Manager or his/her designee and the County Attorney.

5. The department head or his/her designee shall provide a written response to the person making the particular request and provide a copy of the response to the County Manager or his/her designee and the County Attorney.

6. The written request set forth above shall be acknowledged immediately or within twenty four (24) hours or if the request is received on a Friday or day before a holiday within two (2) working days of receipt. The acknowledgement shall indicate the date and time of the request, the documents requested, when the documents will be available and the approximate cost for the reproduction of the documents. Every effort shall be made to have the documents available when the acknowledgement is sent. If that is not possible due to the volume or size of the document(s) requested or time required to obtain the document(s), every effort shall be made to provide the documents as soon as possible. If the volume is such or the size of the document or the time necessary to obtain the document(s) requires additional time that shall be indicated in the initial response.

7. If a department head has a question or does not know how to respond, he/she shall contact the County Manager or his/her designee within twenty four (24) hours or if the request is received on a Friday of day before a holiday within two (2) working days of receipt. In the absence of the County Manager or his/her designee, the County Attorney shall be contacted.

8. If the records request is verbal it shall be noted in a master book maintained by each department by a person designated by the department head and a memorandum provided to the County Manager indicating the records request and action taken. If the documents requested can be readily provided at the time of the request they shall be provided and the requestor advised of the cost. If the request requires additional time to provide said documents the person making the request shall be so advised and a date and time provided for the request to be met. In any event, the response shall be as soon as practical and possible and a notation maintained in a central book for each department with copies provided as indicated herein.

9. The following fees shall be assessed:

Hard copies: 8 ½ x 11	\$0.15/one-sided copy
	\$0.20/two-sided copy
11 x 17	\$0.20/one-sided copy
	\$0.25/two-sided copy
Large scale documents (building plans, maps, etc.)	\$5.00 per page
CD	\$0.25 each
Certified Copy	\$1.00 per copy
<u>Records provided on a USB Flash Drive</u>	<u>\$5.00 each</u>

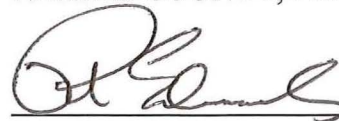
**ADDITIONAL FEES CANNOT BE CHARGED FOR COLOR COPIES**

10. Records shall be properly maintained under the direction of the County Manager or his/her designee. All information, except for information addressed in Florida Statutes 119, is available to the public and shall be maintained in such a manner as to be available for the public.

11. The County Manager or his/her designee shall ensure that all employees are aware of this resolution.

12. The County Manager or his/her designee is hereby vested with the authority to apply special charges in addition to duplication costs for public records when extensive use of county resources is used. The extensive use fee shall be the hourly wage of a Document Scanner, ~~an Office Specialist I, Step 1~~. The extensive use fee shall be applied when preparation of the response exceeds thirty minutes


BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA



**PAT EDWARDS**

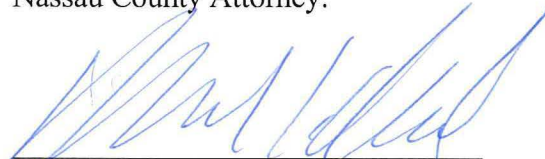
Its: Chairman

ATTEST AS TO CHAIRMAN'S SIGNATURE:

  
**JOHN A. CRAWFORD**  
Its: Ex-Officio Clerk

*mp*  
*4.12.18*

Approved as to form by the  
Nassau County Attorney:

  
**MICHAEL S. MULLIN**