

**RESOLUTION NO. 2011- 64**

**A RESOLUTION AMENDING RESOLUTION NO. 97-144, AS AMENDED BY 2006-10, WHICH ESTABLISHED A PUBLIC RECORDS POLICY; SPECIFICALLY AMENDING THE DESIGNATED INDIVIDUAL OF THE COUNTY RESPONSIBLE FOR COMPLIANCE WITH THE PUBLIC RECORDS POLICY AND AUTHORIZING THE COUNTY MANAGER TO PROVIDE FOR COMPENSATION FOR EXTENSIVE RECORDS REQUESTS;**

**WHEREAS,** the Board of County Commissioners advocates a policy of full compliance with Florida Statutes 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 20th day of April, 2011, by the Board of County Commissioners of Nassau County, Florida, that the policy adopted pursuant to Resolution No. 2006-10, shall be amended as follows:

1. The County ~~Administrator~~ Manager or his 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 ~~Administrator~~ Manager or his 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 ~~Administrator's~~ 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 ~~Administrator~~ Manager or his designee and the County Attorney.

5. The department head or his designee shall provide a written response to the person making the particular request and provide a copy of the response to the County ~~Administrator~~ Manager or his 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 ~~Administrator~~ Manager or his 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 ~~Administrator~~ Manager or his 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 ~~Administrator~~ 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:	8½ 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		\$5.00 per page
	(building plans, maps, etc)	
CD		\$0.25 each
Certified Copy		\$1.00 per copy

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

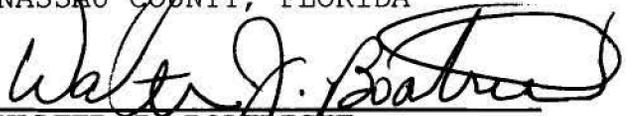
10. Records shall be properly maintained under the direction of the County ~~Administrator~~ Manager or his designee. All information, except for information addressed in Florida Statutes 119, is available to the public and shall be maintained in such a manner as to be available for the public.

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

12. The County Manager or his 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 salary, plus benefits, of the lowest paid employee in the department capable of preparing

the response to the request. The extensive use fee shall be applied when preparation of the response exceeds thirty minutes of research, duplication, redacting exempt/confidential information, or any other task required to complete the request.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
WALTER J. BOATRIGHT  
Its: Chairman

ATTEST:

  
JOHN A. CRAWFORD  
Its: Ex-Officio Clerk *CBK 4/20/11*

Approved as to form by the  
Nassau County Attorney:

  
DAVID A. HALLMAN