

RESOLUTION 2016-05
Records Management and Public Records Request Policy
Wednesday, June 15, 2016

WHEREAS, it is the policy of the State of Florida that all state, county, and municipal records are open for personal inspection and copying by any person, as outlined in Florida Statute Chapter 119, and;

WHEREAS, the District established a Records Management and Public Records Request Policy with Resolution 2008-09 and Resolution 2010-06 and;

WHEREAS, it is the District's policy to ensure that public records are maintained and managed as required by the Florida Public Records Law and;

WHEREAS, House Bill 273 was approved by the Legislature and signed into law by the Governor, Chapter 2016-20, Laws of Florida and;

WHEREAS, the Board of Supervisors will fully comply, and amend the District's Records Management and Public Records Request policy by including Exhibit "B" as attached

**RESOLVED BY THE BOARD OF SUPERVISORS OF
THE SPRING LAKE IMPROVEMENT DISTRICT,
HIGHLANDS COUNTY, FLORIDA:**

The Spring Lake Improvement District Records Management and Public Records Request Policy will include Exhibit "B" and will become effective July 1, 2016.

Spring Lake Improvement District

By: Bill Lawens
Bill Lawens, Chairman

Attest:

By: Gary Behrendt
Gary Behrendt, Vice Chairman

EXHIBIT "B"

1. After July 1, 2016 every public agency contract must contain language in 14 point boldfaced type that states that **"IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (863)655-1715, info@springlakefl.com, 115 Spring Lake Blvd., Sebring FL, 33876.**
2. A contractor must respond and provide all public records to the records custodian upon request.
3. Anyone requesting public records must make the request to the agency's public records custodian.
4. If a civil action is filed against a contractor for violating the public records act, the contractor must be given written notice at least 8 days before the lawsuit can be filed in circuit court.