



Baldwin County Commission

Legislation Details (With Text)

File #: 18-0861 **Version:** 1

Type: Work Session **Status:** Agenda Ready

File created: 8/23/2018 **In control:** Baldwin County Commission Work Session

On agenda: 8/28/2018 **Final action:**

Title: Revision of Baldwin County Commission Policy #2.13 - Public Records Access and Rates Schedule

Indexes:

Attachments: 1. Policy 2.13 - Public Records Access and Rates Schedule - DRAFT 20180904, 2. Public Records Access Request Form - DRAFT 20180904, 3. Policy 2.13 - Public Records Access and Rates Schedule - 20170221 CURRENT

Date	Ver.	Action By	Action	Result
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Meeting Type: BCC Work Session

Meeting Date: 8/28/2018

Item Status: New

From: Ronald J. Cink, County Administrator

Submitted by: Anu Gary, Administration/Records Manager

ITEM TITLE

Revision of Baldwin County Commission Policy #2.13 - Public Records Access and Rates Schedule

STAFF RECOMMENDATION

Adopt the revised Baldwin County Commission Policy #2.13 - Public Records Access and Rates Schedule and incorporate said revised policy into the Baldwin County Policies and Procedures Book.

BACKGROUND INFORMATION

Previous Commission action/date: February 21, 2017 - Last revision to policy.

Background: BCC Policy #2.13 describes the procedures regarding public records access requests and sets the rate schedule for related fees.

Staff has reviewed Policy #2.13 and determined it should be updated. If the proposed policy is adopted by the Commission, it will revise the rate schedule by eliminating the County Attorney fees from the schedule.

RATES SCHEDULE

Standard copies (up to 11 x 17 in size): 25¢ per page

Charges for maps, plats and other large documents are set by the applicable department.

Certifications: \$1.00 per certification

Staff Labor: Hourly pay rate of the least-paid employee of the applicable department who can respond to the request including benefits as posted on Baldwin County salaries online, billed at quarter hour increments.

~~County Attorney Review: \$225.00 per hour, billed at quarter hour increments~~

Deposit: A deposit is required if the Records Manager determines that more than one (1) hour of staff time is needed to respond to a request.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Administration and CIS Departments

Administration

1) Update Policy Books/BCAP.

- 2) Update County webpage for public records info and request form.
- 3) Email a copy of the revised policy to Department Heads.

CIS

- 1) Revise fillable form and add it to the webpage for public records.

Action required (list contact persons/addresses if documents are to be mailed or emailed):
N/A

Additional instructions/notes: N/A