



# Baldwin County Commission

## Legislation Text

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

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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

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### **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