



**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: September 4, 2018

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Social Media Policy

Background: The Council directed that changes be made to the Social Media Policy that Council reviewed on August 21, 2018 to make the individual responsible for abiding by the public records retention laws. In researching the State Attorney General's website on public records and postings made to social media, the AG has opined that when public officials of a public agency create a public document by posting comments about official agency business, the individual is responsible for ensuring that the information is maintained in accordance with the Public Records Law and the policies and retention schedule adopted by the agency. An individual elected official that is public posting comments relating to city business is responsible for ensuring that the information is maintained in accordance with the city's retention policy and the Public Records Law.

The City Attorney made changes to the Social Media Policy in Section 5.

Staff Recommendation: Review the policy and adopt the policy

Suggested Motion: I move we adopt the Social Media Policy and require all Officers and Employees to adhere to the policy.

Alternatives: Do not adopt the policy but provide further direction to the staff.

Fiscal Impact: If followed, there should be no fiscal impact to the City.

Attachments: Revised Social Media Policy