

## RESOLUTION NUMBER 25-102

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, ADOPTING A STANDARDIZED PUBLIC RECORDS SEARCH CERTIFICATION FORM FOR USE IN RESPONDING TO PUBLIC RECORDS REQUESTS THAT MAY INVOLVE PERSONAL DEVICES OR PERSONAL ACCOUNTS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes, guarantee the public's right of access to public records; and

**WHEREAS**, Florida law requires the City to conduct a good-faith, diligent search for all responsive public records, including those that may reside on personal devices or personal accounts used for official City business; and

**WHEREAS**, Florida courts including *Raydient LLC v. Nassau County*, 343 So. 3d 1262 (Fla. 1st DCA 2022), have emphasized the need for agencies to document such searches and avoid reliance on undocumented or informal self-searches; and

**WHEREAS**, the City Commission finds that adopting a standardized Public Records Search Certification Form will promote consistency, transparency, and legal compliance with Florida's Public Records Law; and

**WHEREAS**, the Commission desires to adopt the form attached hereto as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA:**

**Section 1.** Adoption. The Certification of Public Records Search Form attached hereto as Exhibit A is hereby adopted as the official form to be used whenever a public records request reasonably implicates personal devices or personal accounts used for City business.

**Section 2.** Implementation. The City Clerk is authorized to establish internal administrative procedures to ensure the form's consistent use and retention, and to update the form as necessary for legal compliance.

**Section 3.** Effective Date. This Resolution take effect immediately upon adoption.

**PASSED, ORDAINED, AND ADOPTED** in Regular Session of the City Commission of the City of Eustis, Florida, this 9<sup>th</sup> day of December 2025.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

\_\_\_\_\_  
Willie L. Hawkins  
Mayor/Commissioner

**ATTEST:**

\_\_\_\_\_  
Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 9<sup>th</sup> day of December 2025 by Willie L. Hawkins, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public - State of Florida  
My Commission Expires:  
Notary Serial Number:

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content for reliance and use by the Eustis City Commission.

\_\_\_\_\_  
City Attorney's Office

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Resolution Number 25-102 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

\_\_\_\_\_  
Christine Halloran, City Clerk