



Meeting Name: Town Council Meeting
Meeting Date: December 10, 2025
Prepared By: C. Copeland-Rodriguez, Town Clerk
Item Title: Update on Review of Public Records Posting on Website

DISCUSSION:

At the November 12 Town Council Meeting, Mayor Wheeler, Vice Mayor Pro Tem Davis, and Councilmember Halpern reached consensus directing the Town Attorney to work with Town staff to prepare an agenda item for the next Council meeting. This agenda item will reflect the Vice Mayor's stated intent regarding the posting of records, as discussed and recorded during the meeting.

During the same meeting, Vice Mayor Callaghan requested that all public records be made available on the Town's website unless exempted by Council or by applicable law. The Town Attorney advised against making all records publicly accessible on the Town's website, noting that numerous categories of records are exempt from disclosure under Florida law. In response, the Town Attorney prepared the attached memorandum and compiled a list of applicable exemptions.

To support Council's discussion, staff reviewed the Florida General Records Schedule (GS1-SL) and generated a comprehensive list of all public record types maintained by the Town. Staff also prepared a list identifying which of those records are currently available on the Town's website. The Town Clerk also contacted Palm Beach County municipal clerks to inquire about:

- Whether their municipalities have policies identifying which public records are posted on their websites; and
- What software systems they use to manage public records requests.

The Town Clerk is also in the process of gathering quotes for public records request management software and scanning services. These options will be brought back to Town Council for review and discussion at a future meeting.

ATTACHMENTS:

- 1) Memorandum from the Town Attorney regarding public records exemptions
- 2) List of applicable public records exemptions
- 3) General Records Schedule GS1-SL Alphabetical Listing
- 4) Staff-prepared list of records currently posted on the Town's website
- 5) Memorandum from the Town Attorney regarding the scope of the Public Records Act