



**City of LaBelle Board of Commissioners
Agenda Request**

To: Honorable Mayor and City Commission

*Prepared By: Tijauna Warner, Deputy City Clerk

*Date of Meeting: May 14, 2026

*Date Submitted: April 24, 2026

*Title of Agenda Item: Resolution 2026 - 10 Amending Public Records Request Policy

*Agenda Location: Consent Agenda Item

***Report in brief:** The purpose of this resolution is to recommend the amending of a Public Records Request Policy for the City of LaBelle. The adoption of this policy is crucial to formalize procedures and guidelines for the public and City staff regarding the request and dissemination of public records. This policy aligns with our commitment to transparency, accountability, and compliance with relevant state statutes.

The City of LaBelle is committed to transparency in government operations and ensuring public access to governmental records as mandated by law. Currently, our acknowledgement time is three (3) days, we are recommending amending the language to promptly.

Staff Comments: Following adoption staff will prepare each department for training in records management and responding to public records request.

Fiscal Impact: The adoption of this policy is not anticipated to result in significant financial implications.

***Recommended Actions:** Staff recommend that the City Commission approve the attached Public Records Request Policy. This policy will enhance transparency, streamline the process for handling public records requests, and ensure compliance with applicable laws.