



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

To: Honorable Mayor and City Commission
Prepared By: Tijauna Warner, MMC, Deputy City Clerk
Date of Meeting: December 12, 2024
Date Submitted: December 2, 2024
Title of Agenda Item: Resolution 2024-32
Agenda Location: Consent Agenda

Report in brief: The City of Labelle has yet to establish a comprehensive Records Management Policy, resulting in the storage of records in an unsecured and inefficient location. Under Section 257.36 of the Florida Statutes, all public agencies are required to develop and maintain a formal records management program to ensure the efficient and cost-effective management of public records. To comply with this legal obligation, the City must implement a structured records management program with clearly defined, written policies and procedures. It is essential that all decision-making processes related to information management—whether in policy development, procedural updates, or technology implementation—align with and support the established standards and objectives of the City’s Records Management Program. By doing so, the City will not only meet legal requirements but also improve operational efficiency and safeguard public records.

Staff Comments: The City of LaBelle is required to comply with Section 257.36 of the Florida Statutes.

Fiscal Impact: N/A

Recommended Actions: The City Clerk Department recommends the City of LaBelle City Commission approve Resolution 2024-32.