



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

To: Honorable Mayor and City Commission

\*Prepared By: Tijauna Warner, Deputy City Clerk

\*Date of Meeting: January 8, 2026

\*Date Submitted: December 30, 2025

\*Title of Agenda Item: Resolution 2026 - 03 Establishing Public Records Request Policy

\*Agenda Location: Consent Agenda Item

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**\*Report in brief:** The purpose of this resolution is to recommend the establishment 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, there is no formalized policy outlining the procedures for submitting and fulfilling public records requests. The absence of such a policy may lead to inconsistencies in handling requests and may hinder efficient access to public records.

**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.