

BOARD DIRECTED POLICY

To: Appointees of Boards and Committees

From: Don Donaldson, County Administrator

Subject: Management of Public Records for Appointees of County Boards and Committees

Effective Date: March 6, 2024

Created by: Administration

PURPOSE

To summarize the responsibilities related to managing and maintaining public records received by appointees of Boards and Committees created by the Martin County Board of County Commissioners (“County Boards and Committees”) and ensuring compliance with Chapter 119, Florida Statutes (Florida Public Records Laws). This policy is also applicable to County appointed Board or Committee members on non-County created Boards and Committees.

POLICY

A public record is any record made or received in connection with the transaction of official County business, regardless of physical form, characteristic or means of transmission. This includes, but is not limited to paper, letters, maps, books, tapes, photographs, videos, recordings, voicemails, text messages, emails, and social media posts. (Section 119.011(12), F.S.)

Board and Committee members are the custodians of public records they make or receive in connection with their appointed Board or Committee related duties. Each appointee is responsible for the preservation and transfer of all public records to the County to ensure compliance with Florida Public Records Laws. The legal obligation to transfer public records to the County extends to records that exist on personal devices or in personal accounts. Public Records should be preserved and maintained in compliance with all applicable County policies and procedures while the records are in the custody of a Board or Committee member until those records are transferred to the County.


Board or Committee members who have been issued a County email address should only utilize their County-issued email account to conduct public business. If electronic communication is received on a personal device or email account, the Board or Committee member shall send the following reply:

As a Board (or Committee) member, I am subject to Florida’s Public Records Laws and do not conduct any public business using this private account (or number). Therefore, if your message concerns Board (or Committee) business, you should redirect/resend it to my Martin County email address at _____@martin.fl.us.

A copy of the record and response should then be transferred to the County.

PROCEDURE

County Board and Committee members shall follow Martin County’s Public Records Standard Operating Procedures for Appointees of County Boards and Committees (SOPs). Designated Liaisons for the Boards or Committees are custodians of the records related to their respective Boards or Committees and shall ensure compliance with the SOPs.



Don Donaldson, County Administrator

Suppression History:

None