

BOARD DIRECTED POLICY

To: BCC Employees **From:** Taryn Kryzda, County Administrator
Subject: Exit Procedures for Outgoing Commissioners

Effective Date: October 1, 2018

Created by: County Attorney's Office

BCC Meeting:

Agenda #

Item #:

PURPOSE

The purpose of this policy is to provide exit procedures for outgoing Commissioners to fulfill their responsibilities to turn over public records in accordance with Florida Statutes.

POLICY

It shall be the policy of Martin County that the following procedures be followed when a Commissioner is leaving office.

DEFINITIONS

Public records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. F.S.119.011(12)

APPLICABLE REGULATIONS

Section 119.021(4)(a), Florida Statutes.

PROCEDURE

When a Commissioner is leaving office, the outgoing Commissioner must deliver to the assigned Commissioner Aide, all public records kept or received by him or her in the transaction of official business. Any paper records which have been removed from the County facility and remain in the Commissioner's possession must be returned. Any electronic records stored or located on a personal device or personal account must be transferred to the County, through the assigned Commissioner Aide. Electronic records may include, but are not limited to, electronic documents or files, email, text messages, and social media posts related to County business.

Once all public records have been delivered to the assigned Commissioner Aide, the Commissioner may request copies of public records. This request will be treated as a public records request, as all information that is exempt or confidential and exempt will be redacted; however, the Commissioner will not be charged for the records provided as part of this request.

The outgoing Commissioner, with supervision and assistance from the Records Management Liaison Officer, must also remove any personal records from the County's systems.

All actions prescribed in this policy shall be accomplished prior to the Commissioner leaving office.

Suppression History: