

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COMMISSION OF
THE CITY OF KEY WEST, FLORIDA,
AUTHORIZING THE CITY CLERK TO RETAIN CITY
COMMISSION AND ADMINISTRATIVE BOARD
AUDIO AND/OR VIDEO RECORDINGS FOR A
PERIOD OF AT LEAST 10 YEARS; PROVIDING
FOR AN EFFECTIVE DATE**

WHEREAS, Chapter 119, Florida Statutes defines public records, and sets forth legal requirements for public records retention requirements statewide; and

WHEREAS, Florida Administrative Code Rule 1B-24.003(1)(a) provides General Records Schedule FS1-SL for State and Local Government Agencies, which requires at minimum the retention of Audio or Video recordings of public meetings for "2 anniversary years after adoption of the official minutes or certification of transcript"; and

WHEREAS, the City Commission finds value in more permanent retention of audio and/or video recordings of public meetings, and seeks to establish an internal operating policy at the direction of the City Manager, regarding the retention of recordings of City Commission and administrative board meetings; and

WHEREAS, the City Commission adopted resolution 01-158 wherein certain audio recordings were required to be kept in perpetuity; and

WHEREAS, since that time, the City has moved away from audio tape recordings to video broadcast of various meetings; and

WHEREAS, to the extent Resolution 01-158 required meeting minutes to be kept in perpetuity, that still remains in full force and effect.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the City Clerk is hereby authorized to retain for a period of at least ten (10) years all video and/or audio recordings of City Commission, and administrative board meetings and workshops of the City of Key West.

Section 2: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting
held this _____ day of _____, 2018.

Authenticated by the Presiding Officer and Clerk of the
Commission on _____ day of _____, 2018.

Filed with the Clerk on _____, 2018.

Mayor Craig Cates	_____
Commissioner Gregory Davila	_____
Commissioner Mary Lou Hoover	_____
Commissioner Sam Kaufman	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

CRAIG CATES, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK