



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 10/23/2018**

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**File #:** 18-361, **Version:** 1

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**SUBJECT:** Consent

A Resolution Approving a Public Records Policy for the Town of Erie

**DEPARTMENT:** Legislative

**PRESENTER:** Kendra Carberry, Town Attorney

### **STAFF RECOMMENDATION:**

Adoption of Public Records Policy

### **SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

In the interest of transparency and consistency the Town Attorney in conjunction with Town staff have written a formal public records policy. This policy defines what a public record is and outlines retention, inspection and fees related with a public records requests.

### **ATTACHMENTS:**

1. Public Records Policy
2. Resolution