

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: PUBLIC INFORMATION REQUESTS

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MARILYN L. RAWLINGS, FLEET MANAGER

DISTRIBUTION:

Fleet Management Staff

PURPOSE:

This policy is designed to document and clarify Fleet Management's procedure to handle public information requests and is not intended to supersede the Lee County Policies and Procedures Manual.

PROCEDURE:

1.) PUBLIC RECORDS/DOCUMENTS REQUESTS

All written public records requests for data or information should be referred to the Fleet Fiscal Officer. If the Fleet Fiscal Officer is not available, the request should be referred to the Fleet Manager. Duplicating fees can be found under External Fee Number EX 21-4.

2.) MEDIA REQUESTS

All media outlet (TV, radio, newspaper, etc.) requests for interviews or information should be referred to Betsy Clayton. If you need to contact Betsy the phone number is 533-7474 or 826-4606 and e-mail BClayton@leegov.com.

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