

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: PUBLIC INFORMATION REQUESTS

APPROVED: 
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 REQUESTS

All written public records requests for data or information should be referred to the Fleet Operations Manager. If the Fleet Operations Manager is not available, the request should be referred to the Fleet Manager.

2.) MEDIA REQUESTS

All media outlet (TV, radio, newspaper, etc.) requests for interviews or information should be referred to the Fleet Manager. If the Fleet Manager is not available, the request should be referred to the Fleet Operations Manager.

Revision Date: September 2011