

**Florida Public Records Law Requirements
Business Façade Grant Program
City of Alachua Community Redevelopment Agency (CRA)**

PUBLIC RECORDS - GRANTEE shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the GRANTEE in conjunction with this Contract. Specifically, the GRANTEE must:

- a) Keep and maintain public records that ordinarily and necessarily would be required by CITY in order to perform the services being performed by the GRANTEE.
- b) Provide the public with access to public records on the same terms and conditions that CITY would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d) Meet all requirements for retaining public records and transfer, at no cost, to CITY all public records in possession of the GRANTEE upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to CITY in a format that is compatible with the information technology systems of CITY.

The GRANTEE shall promptly provide CITY with a copy of any request to inspect or copy public records in possession of the GRANTEE and shall promptly provide CITY a copy of the GRANTEE's response to each such request. Failure to grant such public access will be grounds for immediate termination of this Contract by CITY.

This provision will apply to all services provided unless GRANTEE can demonstrate by clear and convincing evidence that it is not or was not acting on behalf of COA under Florida law. The GRANTEE will be held liable for plaintiff attorney fees and costs if a suit is properly filed and the court finds that the GRANTEE unlawfully refused to comply with a public records request within a reasonable time.

The GRANTEE shall contact Deputy City Clerk Alan Henderson, Custodian of City Public Records, at (386) 418-6104 or ahenderson@cityofalachua.com, concerning any questions the GRANTEE may have regarding the duty of GRANTEE to provide Public Records.

THIS PROVISION WILL APPLY TO ALL SERVICE PROVIDED UNLESS THE GRANTEE CAN DEMONSTRATE BY CLEAR AND CONVINCING EVIDENCE THAT IT IS NOT ACTING ON BEHALF OF CITY UNDER FLORIDA LAW.

CITY OF ALACHUA RIGHT TO AUDIT

RIGHT TO AUDIT. The GRANTEE agrees to furnish such supporting detail as may be required by COA to support charges or invoices, to make available for audit purposes all records covering charges pertinent

to the purchase and to make appropriate adjustments in the event discrepancies are found. COA will pay the cost of any audit. COA shall have the right to audit the GRANTEE's records pertaining to the work/product for a period of three (3) years after final payment.