

# BOARD OF ALDERMEN

ITEM NO. C(2)

## AGENDA ITEM ABSTRACT

MEETING DATE: August 25, 2009

**TITLE: Request to Amend Policy of Posting Advisory Board Applications on the Town's Website**

<b>DEPARTMENT: Town Clerk</b>	<b>PUBLIC HEARING: YES or NO <input checked="" type="checkbox"/></b>
<b>ATTACHMENTS:</b> <b>A. Resolution</b> <b>B. Revised Advisory Board Application</b>	<b>FOR INFORMATION CONTACT: Sarah Williamson, 918-7309</b>

### PURPOSE

The Board of Aldermen is requested to authorize the town staff to discontinue the practice of posting advisory board applications on the town's website. The town staff recommends that the Board adopt the attached resolution.

### INFORMATION

In the past, the entire content of all Board of Aldermen agendas has been posted on the town's website. This includes advisory board applications when the Board is being asked to consider advisory board appointments.

Recently the town staff has been contacted by a couple of applicants for advisory boards requesting that certain personal information contained on their applications that was posted on the town's website be removed. Specifically, they have requested that their home addresses and phone numbers be removed. Town staff has complied with these requests, but there is concern from staff about altering public records. As a matter of fact, in the case of the most recent request to remove information, staff simply removed the person's entire application from the website.

The town staff is seeking Board approval to exclude advisory board applications from the Board of Aldermen's agenda packets posted on the town's website. Staff, of course, would continue to include the advisory board applications in the hard copies of the agenda packets delivered to the Mayor and Board of Aldermen. In addition, if anyone asks for a copy of any advisory board application, staff would provide such copy. In order to alert applicants of this fact, the following note has been added to the application form: *"Please note that this document and the information contained on it is a public record and must be provided by the town to anyone requesting a copy of it."*

### FISCAL AND STAFF IMPACT

No fiscal impact, marginal staff time needed to pull advisory board applications from agenda packets.

### RECOMMENDATION

The town staff recommends adoption of the attached resolution.