

City of Franklin
Administrative Policy/Procedure

Issue Date: August 8, 2000

Source: Common Council Directive

**Affected
Departments:** Boards & Commissions and All Departments

Subject: Requests for Information for Elected and Other City Officials

Policy/Procedure: Requests for information from Board and Commissions (including Committees and Task Forces) must be directed to the Director of Administration. If the Director has concerns about a request, he will first report it to the Mayor. The Director will then forward the request to the appropriate Department Head and coordinate a response. Department responses will be provided to the requesting body within 48 hours of receipt of the request.

Requests for information coming from Elected Officials must be directed to the Department Heads. If the Department Head has concerns about a request, he/she will first report it to the Mayor. Department Head responses will be provided to the requesting Elected Official within 48 hours of receipt of the request.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 8th day of August, 2000. (Excerpt from the August 8, 2000 minutes: "Upon recommendation of the Committee of the Whole, a policy was created to have Boards and Commissions' requests for information directed to Director of Administration (who will report to Mayor first, if concerns), elected officials' requests for information directed to department heads, and response time of 48 hours.")