

City of Franklin
Administrative Policy/Procedure

- Issue Date:** May 6, 2003
- Source:** Common Council Action
- Affected
Departments:** Mayor and All Departments
- Subject:** Inclusion of all Documents for Agenda Items for City of Franklin Meetings
- Policy:** Any items scheduled on an agenda of a Committee of the Whole or Common Council meeting must include as attachments any documents related to the subject matter. This policy shall apply to all City Officials, both elected and appointed.
- Procedure:** City Officials (elected and appointed) who are submitting items to the City Clerk for inclusion on Committee of the Whole or Common Council agendas, must include with the item copies of all documents that they are aware of related to the item subject matter. Such documents shall include, but may not be limited to, copies of letters, memos, email messages, maps, and any other supporting documents that the official believes are pertinent and current to the general public through the State's Open Records Law.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 6th day of May, 2003. (Vote: Ayes-All)