

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

PUBLIC RECORDS - GRANT RECIPIENT 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 GRANT RECIPIENT and their contractors in conjunction with this Contract. Specifically, the GRANT RECIPIENT must:

- a) Keep and maintain public records that ordinarily and necessarily would be required by the CRA in order to perform the services being performed by the GRANT RECIPIENT.
- b) Provide the public with access to public records on the same terms and conditions that the CRA 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 the CRA all public records in possession of the GRANT RECIPIENT 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 the CRA in a format that is compatible with the information technology systems of the CRA.

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

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

The GRANT RECIPIENT shall contact Deputy City Clerk Alan Henderson at (386) 418-6100 or ahenderson@cityofalachua.com, concerning any questions the GRANT RECIPIENT may have regarding the duty of the GRANT RECIPIENT to provide Public Records.

THE CRA OF ALACHUA RIGHT TO AUDIT

RIGHT TO AUDIT. The GRANT RECIPIENT agrees to furnish such supporting detail as may be required by the CRA 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. The CRA will pay the cost of any audit. The CRA shall have the right to audit the GRANT RECIPIENT's records pertaining to the work/product for a period of three (3) years after final payment.