



Administrative Regulation No. 044.A001.0203

Administrative Regulations Procedures

I. Purpose

The purpose of this Administrative Regulation is to set forth the City of Sarasota's uniform procedures and format for the publication of Administrative Regulations.

II. Definition

An administrative regulation is a written directive detailing a rule, a procedure, or a principle which governs or controls the activity and operation of the several City departments as approved or prescribed by the City Manager with concurrence of the City Auditor and Clerk.¹

III. Procedures

1. Format

After scrutiny by the initiating Department Head of revised or proposed Administrative Regulations, a double spaced draft of the regulation will be prepared following the format procedures as outlined on Attachment 1 of this regulation. The number of the regulation will be omitted from the draft.

2. Coordination

The initiating department will forward the draft to the Records Program Manager. The draft will consist of a hard copy printout accompanied by an electronic copy. Upon receipt, the Records Program Manager will issue a

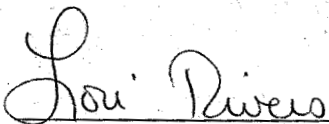
¹ Administrative Regulations approved or prescribed by the City Auditor and Clerk will show consent by the City Manager.

number, and proof read it for accuracy and completeness. The final draft will then be routed in the following order to obtain authorized signatures:

- (a) Originating Department Head
- (b) City Manager (or City Auditor and Clerk, depending on jurisdiction)
- (c) City Auditor and Clerk (or City Manager)
- (d) Records Program Manager

3. Publication and Distribution

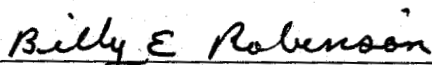
- a. Once all signatures have been obtained, the final draft will be reproduced and sent along with an updated index to all City departments to be included in their Administrative Regulations Binder.
- b. It will be the duty of the Records Program Manager to maintain the above described system. The City Auditor and Clerk is the custodian of all original Administrative Regulations and shall house them in the Clerk's office vault.
- c. On an annual basis an audit of current regulations will be performed by the Records Program Manager in order to assure their accuracy.



Lori Rivers
Records Program Manager

2-13-03

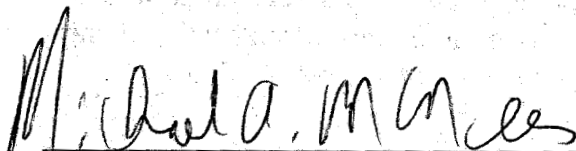
Date



Billy E. Robinson
City Auditor and Clerk

2-13-03

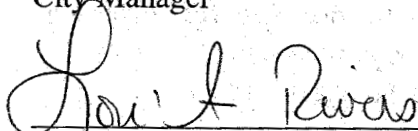
Date



Michael McNees
City Manager

2-19-03

Date



Lori A. Rivers
Records Program Manager

2-26-03

Date

ATTACHMENT 1

Administrative Regulation Format Procedures

1. Use Microsoft Word
2. Select Font CG Times or Times New Roman, 12 point.
3. Set Left and Right Margins to 1".
4. Set Top Margin to 0.25" and Bottom Margin to 1"
5. Inset David Logo at Top Center; Size: 1.5" W x 1.65"H.
6. Hard Return three times.
7. Center, Bold, and type the following: Administrative Regulation No. (omit number).
8. Hard Return three times.
9. Underline, and type the Administrative Regulation Title.
10. Hard Return three times.
11. Type: I. [Tab] Type the following: Purpose.
12. Hard Return two times.
13. Indent, Type the purpose of the regulation.ⁱ
14. Hard Return three times.
15. Type: II. [Tab] Type the following: Definition.
16. Hard Return two times.
17. Indent, type the definition.
18. Hard Return three times.
19. Type: III. [Tab] Type the following: Procedures.
20. Hard Return two times.
21. Indent, type out the procedures using the outline described in footnote.ⁱⁱ
22. Hard Return four times.
23. At left margin, use underline function to position 3.0".
24. Tab to position 4.0", use underline function to position 6.0"

25. Hard Return one time.
26. At left margin, type the name of authorizing Director or Individual in originating department.
27. Tab to position 4.0", and type: Date
28. Hard return one time.
29. At left margin, type: Director of (fill in department name) or type the authorizing individuals title.
30. Hard Return four times.
31. At left margin, use underline function to position 3.0".
32. Tab to position 4.0", use underline function to position 6.0".
33. Hard Return one time.
34. At left margin, type: Michael A. McNees (for all Administrative Regulations pertaining to his jurisdiction. Otherwise, type: Billy E. Robinson)
35. Tab to position 4.0" and type: Date.
36. Hard Return one time.
37. At left margin type: City Manager (if line 34 above is typed Billy E. Robinson, then type: City Auditor and Clerk).
38. Hard Return four times.
39. At left margin, use underline function to position 3.0".
40. Tab to position 4.0", use underline function to position 6.0".
41. Hard Return one time.
42. At left margin, type: Billy E. Robinson (for all Administrative Regulations pertaining to his jurisdiction. Otherwise, type: Michael A. McNees).
43. Tap to position 4.0" and type: Date.
44. Hard return one time.
45. At left margin type: City Auditor and Clerk (if line 42 above is typed Michael A. McNees, then type: City Manager).
46. Hard Return four times.
47. At left margin, use underline function to position 3.0".

48. Tab to position 4.0", use underline function to position 6.0".
49. Hard Return one time.
50. At left margin, type: Lori A. Rivers
51. Tab to position 4.0", and type: Date.
52. Hard Return one time.
53. At left margin, type: Records Program Manager.
54. If Administrative Regulation is more than one (1) page, include the following commands:
 - a. Page Numbering: Bottom Center (beginning with page 2)
 - b. Header: Every page (first page different). The Header should be as follows using CG Times, 12 point:

Administrative Regulation No. (omit number)

Title as typed in Line 9 above (do not underline)

ⁱ This section should begin with the following phrase: "The purpose of this Administrative Regulation is to set forth the City of Sarasota's".

ⁱⁱ Outline is as follows:

III. Procedures

1.

(a)

(1)

a)

1)

Deviation from this format is only allowed with prior consent from the Records Program Manager.