

# City Clerk/Custodian of Public Records

The City Clerk works closely with the City Manager in the coordination and implementation of operational goals. Constantly striving to improve community relations in a professional, ethical and impartial manner; the position of City Clerk is apolitical and ensures the adherence to established policy and public law. The City Clerk is understood to be an appointed individual who provides stewardship of City's historical documents and materials, prepares efficient minute transcriptions, files and maintains the official records, manages all human resource responsibilities, and provides continuous support and assistance to the City Manager.

The Office of the City Clerk is the City of St. Augustine Beach custodian of public records, where all official records of the City of St. Augustine Beach are routinely created, sent, received, maintained and requested. The location of and record request contact information for the City Clerk's Office is:

City Manager's Office  
2200 A1A South  
St. Augustine, FL 32080  
(904) 471-2122  
clerk [at] cityofsab.org