

Related Entries: (Not identified at this time)

Inspection and Copying of Public Records

- (1) All public records shall be available for inspection and copying under the supervision of the custodian (or designee) of the public records at reasonable times during the normal business hours of the District office or other office in which records are maintained. The District will respond to public records requests in a limited reasonable amount of time to diligently process the request.
- (2) Records that are presently provided by law to be confidential or prohibited from being inspected by the public are exempt from production. Examples of exempt records, may include but are not limited to, student records, medical records, trial preparation records, all work product developed for collective bargaining, appraisals, offers, counteroffers relating to the purchase of real property, portions of personnel records and documents that contain genetic information. The determination of whether a particular document is exempt from inspection and copying will be made based on Florida law at the time of the request.
- (3) A request to inspect or copy a public record may be made verbally or in writing. The requesting party is not required to identify himself/herself as a condition to compliance with the request.
- (4) Requests for public records shall be fulfilled in a limited reasonable amount of time to permit the custodian to diligently compile the requested records and protect against disclosure of those records or portions of records that are confidential and exempt.
- (5) The maximum cost of duplication prescribed by law shall be charged and collected before the work is completed. The requesting party shall be advised of the costs in advance of duplication of the requested records.
- (6) In addition to the actual cost of duplication, a special service charge shall be imposed for the cost of the extensive use of information technology resources or of clerical or administrative personnel, where such use is required due to the nature of the request. The requesting party shall be provided an estimate of the cost before services are performed. The costs shall be collected from the requesting party prior to duplication of the public records. "Extensive" use shall mean that it will take more than fifteen (15) minutes to identify, locate, compile, review, copy and re-file the requested records. The service charge shall be based on the current rate of pay of the District employee(s) who perform these services. This fee shall include the cost of personnel,

43 salary and benefits, involved in safeguarding records during their inspection by the
44 requestor. Such fees shall be paid in advance of services.

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46 (7) A request for information is a request in which the requested information does not
47 already exist in public record form. A specific request for information may or may
48 not have a record that can fulfill the request and if a record exists it will be provided
49 as permitted by law. The school district is not required by law to respond to a request
50 for information or a request to answer questions. The district may do so purely as a
51 public service, when the work involved can be accomplished quickly, or when
52 answering requests of a certain nature that are part of the District's duties and
53 responsibilities.

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55 (8) All district records will be maintained in accordance with the GS1-SL and GS7 records
56 retention schedules established by the Florida Department of State.

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58 (9) The Superintendent or designee is authorized to establish processes and procedures
59 to implement this policy.

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61 **STATUTORY AUTHORITY:** 1001.42, 1001.43, F.S. and Chapter 119, F.S

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63 Adopted: 1/6/09

64 Revised: 9/27/16