

Related Entries: (Not identified at this time)

Inspection and Copying of Public Records

Pursuant to Chapter 119, F.S., the School District is an agency that must make documents, created in the normal course of business, available to the public for inspection and copying. The following guidelines are intended to supplement and not replace the Public Records Law.

- (1) The custodian of the public records shall be that person who is responsible for maintaining the documents in the particular department or location of the District.
- (2) A request by a member of the public (requester) to inspect or copy documents may be either made verbally or written but such request shall be specific with regard to the items requested and not generic in nature.
- (3) Upon a request having been made of the District such request shall be accomplished within a reasonable time period based on the volume and complexity of the request.
- (4) Public record requests shall be directed to the Superintendent, designee or the Communications Department. Upon receiving a request, the following procedure shall be followed:
 - (a) Within two business days, the Superintendent, designee or Communications Department shall make preliminary evaluation of the request to determine which department or location maintains the requested records.
 - (b) Upon determining which department or location maintains such records, the Superintendent, designee or Communications Department shall provide the request in writing (memorandum, e-mail, etc.) to that department or location requesting that an estimate be compiled on how long it will take to fulfill the request (hours and the hourly rate of the employee(s) doing the work.)
 - (c) The department or location shall provide the estimate of the time it will take to gather, compile and review the requested information within 24-48 hours.
 - (d) The Superintendent or the Communications Department shall within a reasonable time then advise the requester of any fees that shall be incurred to fulfill the request and the approximate time it shall take to make the records available. The requester shall then arrange for his/her inspection or copies with the Communications Department.

- 45 (e) All inspections shall be conducted during normal business hours, at the
46 location where the records are maintained and under the supervision of the
47 custodian or designee, unless otherwise agreed upon. The records shall
48 always be retained in the control of the custodian or designee unless
49 otherwise required by law.
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- 51 (f) The requestor, as per Florida Statutes, shall provide payment for the records
52 prior to the work being completed. Once payment is received, the
53 Superintendent, designee or Communications Department shall authorize the
54 fulfillment of the request.
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- 56 (g) All copies shall be made available to the requester after the statutorily
57 authorized fee has been paid. If the nature or volume of the public records
58 requested is such as to require extensive use of information technology
59 resources, or extensive clerical or supervisory assistance, or both, the
60 requester shall be charged the actual cost of such services before they are
61 performed. The cost shall include the hourly rate, salary and benefits, for the
62 employee providing the service. Extensive is defined as greater than one
63 hour. This fee shall include the cost of personnel, salary and benefits,
64 involved in safeguarding records during their inspection by the requester.
65 Such fees shall be paid in advance of services.
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- 67 (h) If the expected number of copies to be made is fewer than 20, the copies
68 shall be made available to the requester within one business day after the
69 Communications Department has received the documents.
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- 71 (i) If the expected number of copies to be made is greater than 20 but fewer
72 than 100, or if the requested copies require a special process to provide the
73 duplication, copies shall be made available to the requester no later than five
74 business days after the Communications Department has reviewed the
75 documents.
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- 77 (j) If the expected number of copies to be made is 100 or more, or if the request
78 requires extensive information technology resources, or extensive clerical or
79 supervisory assistance to accomplish, the custodian shall provide the
80 requester an estimated time for completion of the request.
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- 82 (k) As per Florida Statutes, cost for copies will be \$.15 per page, one-sided or
83 \$.20 per page, two-sided.
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- 85 (5) Any disputes, which may arise out of the custodian's determination that certain
86 records are exempt, shall be referred to the Board Attorney for a final decision
87 before the request is denied.

88 (6) It is the intent of this policy to recognize that requests and the types of documents
89 used in the normal course of business may be unique. Consequently the School
90 District needs the flexibility in this policy to address those situations. In those
91 events, the custodian shall promptly advise the requester of those circumstances
92 and modify the procedures accordingly.

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

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97 Adopted: 1/6/09