2002 - PUBLIC RECORDS

A. **Introduction**. It is the policy of the School that all records, with the exception of exempt records identified by state or federal law, shall be open for personal inspection and copying by any person.

B. **Procedure.**

1. Processing public records requests

a) Requests for readily available documents. "Readily available documents" are those that are easily retrievable, regularly disseminated to the public, and do not require additional review in order to determine whether they contain exempt information (such as meeting minutes, bylaws, student handbook, marketing materials, etc.). All requests for readily available documents shall be responded to by the Board Liaison as soon as practicable. There shall be no charge for labor in retrieving the requested documents, but any copies purchased by the requestor shall be charged as indicated in paragraph (2)(b)(1) below.

b) Requests for other documents

1) As soon as reasonably possible after the receipt of a public records request, the Board Liaison will acknowledge the request and will respond to the requestor as to what the estimated amount of retrieval time will be.

2) If responding to the request will take more than thirty minutes, the Board Liaison will contact the requestor with an estimated labor charge for the retrieval. Requestors shall only be charged the direct hourly charge for the collection of the public records request as further described in paragraph (2)(b)(2) below.

3) The Board Liaison shall notify the requestor of the estimated charges. For all requests which are estimated to cost more than $50.00 but less than $100.00 (including photocopying and labor charges), the School shall require a 50% advance deposit prior to beginning retrieval. For all requests, which are estimated to cost more than $100.00 (including photocopying and labor charges), the School shall require a 100% advance deposit prior to beginning retrieval.

4) Requests for documents which may contain information, which is exempt from disclosure may be withheld until the records can be reviewed and redacted as necessary.

2. Charges for public records requests

a) General

1) The charge for duplication of a one-sided letter size, legal size or oversize document, capable of being produced on existing School equipment, shall

be fifteen cents ($.15) per copy. Duplication of two-sided pages shall be twenty cents ($.20) per copy.

2) For any documents not covered by paragraph (2)(b)(1)(a) above, the charge shall be the actual cost to the School for outside reproduction.

3) The charge for copies of any cassette tape, DVD, CD-ROM, video tape or other such media shall be the actual cost to the School.

4) The charge for paper copies generated from a computer system shall be in accordance with paragraph (2)(b)(1)(a) above.

b) Labor charges. For requests requiring more than thirty minutes of staff time, a labor charge shall be imposed. Such charge shall be calculated by the employee's hourly rate of pay, multiplied by the actual time worked to accommodate the request. All time shall be measured in tenths of an hour.

c) Special service charges for extensive resources. The school may charge a requestor a reasonable special service charge if the nature or volume of the public records to be inspected or copied requires the extensive use of information technology resources or extensive clerical or supervisory assistance, or both. This service charge shall be based on the cost actually incurred by the agency for such extensive use of information technology resources or personnel.

1) Tracking public records requests. The Board Liaison shall maintain a log of all public records requests. Such log shall include, but may not be limited to, the date of the request, the name and address of the requestor, the date of compliance, and the method by which the requestor was provided the records.

C. General Provisions

1. All requestors should be encouraged, but not required, to put their public records requests in writing. This will assist the Board Liaison in clarifying the exact scope of the request. Requestors should specify whether they wish to inspect the records or obtain photocopies.

2. The Board Liaison shall be the custodian for all public records. All public records requests received by the School shall be forwarded to the Board Liaison immediately for processing. The Board Liaison shall make every effort to respond fully to all public records requests as quickly as possible.

3. Requests from the media for public records shall be handled consistently with this policy. If the School receives a public records request from the media, the Board Liaison shall inform the board of directors as soon as practicable.

4. Requestors shall be provided access to public records during reasonable hours. For the purpose of this policy, "reasonable" shall be normal hours

of School operation. At all times public records will be inspected, reviewed and/or copied under supervision of the Board Liaison or the Board Liaison's designee.

D.   Retention

1.   In no event shall any School employees or members of the board of directors destroy records that are the subject of a current public records request or records that are currently at issue in pending litigation.

2.   All public records shall be retained at a minimum in accordance with the General Records Schedule for Public Schools Pre-K-12, Adult & Vocational/Technical, published by the Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management; or the General Records Schedule for Local Government Agencies, published by the Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management, where applicable. The School's Board may modify retention schedules at its discretion; however, no modification shall provide for the School to retain a public record for a period of time less than that prescribed by the above publications.

For information on how to request public records click here