

## COLLEGE of CENTRAL FLORIDA POLICY MANUAL

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PUBLIC RECORDS	3.17	1 of 1
	See Procedures: [x]Yes []No	
Legal Authority:	Board Adoption/Revision Approval	
Florida Statutes: 119.01, 120.53, 1012.81	Dates: 11/19/86, 6	/10/87, 4/13/88,
	10/19/88, 6/14/95,	5/15/99, 2/27/01,
	10/22/02; 5/27/03, 6/26/19	

## Access to Public Records

The District Board of Trustees is committed to providing Floridians with access to information to promote transparency and accountability as a publicly funded higher education institution. Florida's Constitution and public records laws provide a right to inspect or copy such records unless specifically exempted by the Constitution, by Florida Statute, or by Federal Laws and Rules.

As defined by Florida Statute 119.011(12), public records are "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."

To provide full and expeditious compliance with Florida's public records laws, the President shall establish and disseminate procedures to coordinate and fulfill all public records requests on behalf of the District Board of Trustees.

## Disposition of Public Records

The college will adhere to the minimum set of standards for scheduling and destroying records in accordance with Rule 1B-24 of the Florida Administrative Code.

The designation of the college's Records Management Liaison Officer and all requests for records dispositions shall be documented according to procedures established and disseminated by the President on behalf of the District Board of Trustees.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, genetic information, veteran status or disability status and any other factors prohibited under applicable federal, state, and local civil rights laws and regulations in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be contacted at the Ocala Campus, 3001 S.W. College Road, at 352-291-4410 or <u>Compliance@cf.edu</u>.