



COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

Title: Public Records — Access

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Implementing Procedure For Policy # 3.17

Date Approved: 02/26/01

Division: Administration and Finance

Date Revised: 01/03/06

SECTION I — GENERAL

As a state agency, the College is required by law to comply in a timely manner to all requests for public records; therefore, the Chief Fiscal Officer of the College, who is designated as the Records Management Liaison Officer (RMLO), should be promptly notified of all requests for access and/or copying of public records. The RMLO will instruct the department receiving the initial request on how to proceed.

In many cases, compliance with public records requests will require the cooperative efforts of more than one College department. Any and all College departments receiving a request for production of records from the College's RMLO are expected to comply in a timely fashion.

A record of all requests for public records will be maintained by the RMLO.

SECTION II — PROCESSING OF PUBLIC RECORDS REQUESTS

In the event the College is required to provide access and/or copies of public records, the department receiving the request will be instructed by the RMLO to complete Section I (Receiving Department Information) and Section II (Requestor Information) of a CF *Public Records Request Form* (located on Intranet under "CF Forms" in "Public Records Management" section). The form should then be submitted, via e-mail attachment, to the College's RMLO who will complete Section III and the Statement of Charges. In addition, any written documentation applicable to the request should be forwarded to the RMLO. To complete the form, follow the step-by-step instructions below. **(NOTE: Use the tab key to move from section to section within the form.)**

Receiving Department Information

The department receiving the initial request should complete this section by providing the following information:

- Date initial request was received
- Time of day request was received
- Name of department submitting form
- Name of person in department to contact regarding request
- Extension number of department contact person

Requestor Information

The department receiving the initial request should complete this section by providing the following information, if available. This information is not required.

- Name of person/entity requesting access to records
- Address of requestor
- Contact number for requestor
- Form of request (Indicate whether request was written or verbal. If both, check each box.)
- Brief description of request
- Nature of request (Indicate whether request was made to physically inspect records, attain copies of records, or both.)

Request Preparation

The RMLO, or designee, will complete this section of the form by providing the following information:

- Name of person preparing the records request
- Amount of deposit, if any
- Time required to prepare request (date and time started/date and time completed)
- Extensive use fee, if applicable (See Section III below)
- Number/type of copies and copy charges (See Section III below)
- Estimated shipping charges, if applicable
- Total charges, less any deposit, owed by the requestor for copies and any applicable shipping and/or extensive use fee

Statement of Charges for Public Records Request

If the records request results in charges owed to the College, the RMLO or designee will complete this section of the form and submit it, along with the requested records, to the requestor for payment. The following information is included in this section:

- Date of submittal
- Requestor's name
- Requestor's mailing address
- Compliance statement that includes:
 - Date of initial request
 - Number and cost per page of prepared copies
 - Total charges for copies
 - Estimated shipping charges, if any
 - Extensive use fee, if any
- Total amount due (total charges less any deposit)
- Payment information/mailling instructions

IF ADDITIONAL ASSISTANCE IS NEEDED TO COMPLETE THE PUBLIC RECORDS REQUEST FORM, PLEASE CONTACT THE OFFICE OF ADMINISTRATION AND FINANCE AT EXTENSION 1637 OR 1777.

SECTION III — COPYING CHARGES

Any person(s) requesting copies of public records will be charged according to the amounts established in College Policy 3.35. These charges are as follows:

- (1) Fifteen (15) cents per page for straight copy work, one-sided legal or smaller, not requiring research.

- (2) Twenty (20) cents per page for straight copy work, two-sided legal or smaller, not requiring research.
- (3) A service charge if the nature or volume of the records requested is such as to require extensive use of information technology resources or extensive use of clerical or supervisory assistance by personnel. Any request taking longer than 30 minutes to complete will be considered “extensive” and is subject to a service charge equaling the time X hourly minimum wage of lowest paid College employee.
- (4) Certified copies shall be provided for the charge prescribed by Florida Statute 28.24 for similar services by the Clerk of the Circuit Court.

IMPORTANT: A deposit of \$10 or 15% of the estimated charge, whichever is greater, may be required on requests for large numbers of documents and/or documents requiring extensive preparation prior to public release. The necessity of a deposit will be determined by the RMLO.

SECTION IV — RECORDS ACCESS UPDATE

In order to ensure compliance with state law, the RMLO will send an annual update memorandum on public records to all College administrators. .

_____	_____
Vice President, Administration and Finance	Date
_____	_____
Approved by President	Date