



# COLLEGE of CENTRAL FLORIDA POLICY MANUAL

<b>Title:</b> PUBLIC RECORDS	<b>Number:</b> 3.17	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes Chapter 119, 120.53, 1012.81	<b>Board Adoption/Revision Approval Dates:</b> 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) [2018], 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.