



Series 1300: Records Management

Policy Name **Public Records Request**

Policy Number 1305

Origination Date 11/1/2013

Revision Date: 08/08/2023

Regulation: CFOP 15-9

Attachments: Attachment (A) Sample Letter Requesting Payment

Policy: It is the policy of Communities Connected *for* Kids (CCKids) that all employees will comply with the Florida Public Records Act. Guidance pertaining to record requests of any kind, including final approval for release of records, will be provided by Communities Connected *for* Kids contracted attorney/Director of Legal and Risk Management through Devereux of Florida or their appointed designee.

Procedure:

What is a Public Record:

1. Public records are all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other materials, regardless of physical form, or 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.
2. Personnel records are open to inspection unless exempt by law. This includes applications, resumes, third party communications (e.g., references), salary information, grievance records, and travel vouchers. Those items which are deemed confidential are redacted and the document is released.
3. There are no "unfinished business" exceptions to public inspections and copying requirements. Any agency document circulated for review, comment, or information (including memorandum, drafts, or proposals) is a public record regardless of whether it is marked "preliminary" or "working draft". A non-final document need not be communicated to anyone in order to constitute a public record.

Procedure for Responding to Public Record Requests:

1. Requests may be made in writing or orally. All public records requests regarding active or inactive client files should be made through records.request@cckids.net for processing. Once the record/client file has been electronically produced the requested record will be sent to the agency's in-house counsel or designee for the appropriate redactions.
2. Public Request that do not include any type of confidential information will be sent for approval to the in-house attorney or designee for release approval.
3. Agency contact will be made with the requester simply stating that their request has been received and that they have been designated to assist with their public records request.
4. Documents that do not fall within the definition of a public record need not be produced. Records, in whatever form, which are public records must be produced, but the exempt information must first be



redacted. The individual/s redacting the documents must keep a log of all of the redacted information. The log should include the page where the redaction is located, a brief description of what was redacted, and the statutory cite relied upon in making the redaction. Any determination as to whether or not a document is a public record or contains exempt information will be made by the agency's in-house counsel or designee.

5. Requests for copies of a complete file or record should be examined closely in order to minimize costs to the requester. All requesters should be advised of their right to review the file or record and select only useful information for duplicating. A requester still wanting a duplicate of a complete file or record will be provided copies upon receipt of payment for fees assessed as allowable by law.
6. Communities Connected *for Kids* may charge a requester to duplicate a public record. In addition, if duplicating the public records requires *extensive* use of information technology resources or clerical and/or supervisory assistance, Communities Connected *for Kids* may assess a reasonable service charge based on the actual incurred costs. All charges must be collected before the documents are copied and produced.
7. An estimate of the charges must be provided to the requester by letter or e-mail. (Attachment A - Sample Letter Requesting Payment)

Procedure for Duplicating Records Containing Redacted Material

Xerographic copying often produces "bleed through" resulting in the portions sought to have been redacted remaining readable when held up to a light source. To eliminate "bleed through", the records must be copied and the portions of the records being blacked out must be thoroughly blackened out. The blacked out copies are then recopied, whereupon the blacked out portions are not subject to being read even when subjected to background light.

Fees for Providing Copies

1. When providing a copy of a public record to a client or the general public, the fee which may be charged is the fee prescribed by law or, if not prescribed by law, the fee is:
Up to 15 cents per page
2. The "actual cost of duplicating" means the cost of labor or overhead cost associated with such duplication, including electronic file copy, uploads, and system security measures.
3. A special service charge (if applicable pursuant to section 119.07(4)(d), F.S.) may be added to the fee for duplicating the requested material if the nature or volume of the public records being requested requires the extensive use of information technology resources or extensive clerical or supervisory assistance, or both. Upon request, the office assessing the special service charge will provide documentation supporting the assessment of the charge.



Payment of Fees

Fees are payable by cashier's check, money order, or personal check and must be collected prior to copying and producing the requested material. Checks and money orders must be made payable to Communities Connected for Kids. All checks and money orders must be hand delivered or sent via US postal mail to Communities Connected for Kids, 549 NW Lake Whitney Place, Suite 204, Port St. Lucie, Florida 34986

DocuSigned by:
Approved: Carol Deloach
96C0E7A7E02E4BA...

Carol Deloach, CEO

July 1, 2018