



OPERATING PROCEDURES

SUBJECT: PUBLIC RECORDS

The College, as a public employer, must provide access to public records, unless such documents are exempt from disclosure in accordance with specific or general law.

Reference: Rule 6A-14.047(1), FAC
Section 1021.81, F.S.
Public Records Act, Section 119

If a proper request (either verbal, written, or made by any person) were made for an employee file, the College would be required to provide to the requesting individual the employee file, absent the information that is exempt as referenced above. College employee records shall contain the following information as public record and for efficient personnel administration:

- dates of employment;
- periods of employment;
- contract status;
- duties performed;
- absences from duty;
- evidence of each factor used to calculate salary; and
- Certifications from previous employers.

Florida Statutes Chapter 199 defines Public Records as:

- All documents, papers, letter, maps, books, tapes, photographs, films, sound recordings, data processing software, or other materials
- Regardless of physical form or means or transmission
- Made or received pursuant to law in connection with transaction of official business by the agency.

General exemptions:

- Social Security numbers
- Medical information
- Personnel information prior to July 1, 1995
- Faculty academic evaluation of job performance
- Disciplinary records while discipline is in progress
- Student records under FERPA
- Foundation records regarding cultivation and solicitation of gifts, donor records and information regarding donors
- Home addresses of law enforcement officers

What is not required when a public records request is made:

- No requirement to create records
- No requirement to provide the records in the format requested
- No requirement to meet requestor's "timetable"
- No requirement to provide information not in the records
- No requirement to explain the records