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LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURES

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TITLE: PUBLIC RECORDS REQUEST

NUMBER: PRO 2 -18

REFERENCE: Board Rule 2.25  
Admin Pro 4-13 Student Records

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Request Form attached

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**I. GENERAL**

This procedure establishes the responsibilities and actions for handling public records requests. As a state agency, the College is required by law to comply in a timely manner to all requests for public records; therefore, the Vice President of Finance and Administrative Affairs, who is designated as the Records Management Officer (RMO), should be promptly notified of all requests for access and/or copying of public records. The Officer shall determine which department (s) is most appropriate to handle the request and how to best proceed.

In some 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 Vice President of Finance and Administrative Affairs, as the College's RMO, are expected to comply in a timely fashion.

A record of all requests for public records will be maintained in the office of the Vice President of Finance and Administrative Affairs.

**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 complete Section I (Receiving Department Information) and Section II (Requestor Information) of the LSSC Public Records Request Form. This form is located alphabetically by name on Intranet under "Forms." The form should then be submitted, via email attachment, to the RMO (Vice President Business Affairs), who will assign the request to the appropriate department and/or individual. After completing the preparation, the assigned individual will complete Section III and submit the form back to the RMO (or designee). The RMO or designee will verify Section III information and complete Section IV, Statement of Charges. In addition, any written documentation applicable to the request should be forwarded to that office.

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.)

a. Section I: Receiving Department Information

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

1. Date and time initial request was received.
2. Name of department submitting form.
3. Name of person in department to contact regarding request.
4. Extension number of department contact person.

b. Section II: Requestor Information

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

1. Name of person/entity requesting records. Note: The requestor can elect to remain anonymous, but will need to give information about how he/she wants to receive the records. Address of requestor (optional, but must state how request is to be filled);
2. Contact number for requestor (optional, but must state how request is to be filled);
3. Form of request (Indicate whether request was written or oral. If both, check each box);
4. Brief description of request;
5. Nature of request (Indicate whether request was made to obtain electronic or hard copies of records, to physically inspect records, or both).

c. Section III: Response Preparation

The RMO, or designee, will assign preparation to the appropriate department and/or individual. The assigned individual will complete this section of the form by providing the following information:

1. Name of person preparing the records response, amount of deposit, if any;
2. Time required to prepare request (date and time started/date and time completed);
3. 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;
4. Total charges, less any deposit, owed by the requestor for electronic or hard copies, and any applicable shipping and/or extensive use fee.

The completed form will be submitted by the preparer to the RMO to verify the information. He/She will complete Section IV and send such to the requestor for payment.

d. Section IV: Statement of Charges for Public Records Request

If the records request results in charges owed to the College, the RMO 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 per Section II unless other changes have occurred:

1. Date of submittal Requestor's name Requestor's mailing address;
2. Compliance statement that includes:
  - i. Date of initial request;
  - ii. Number and cost per page of prepared copies;
  - iii. Total charges for hard or electronic copies;
  - iv. Estimated shipping charges, if any;
  - v. Extensive use fee, if any;
  - vi. Total amount due (total charges less any deposit), payment information/mailing instructions.

If additional assistance is needed to complete the public records request form, please contact the office of the Vice President of Finance and Administrative Affairs at extension 3596.

**III. COPYING CHARGES**

Any person(s) requesting copies of public records will be charged according to the amounts established as follows:

- a. Ten cents per electronic image page for straight image printing (regardless of paper size), not requiring research.
- b. Fifteen cents per page for straight copy work, one-sided legal or smaller, not requiring research.
- c. Twenty cents per page for straight copy work, two-sided legal or smaller, not requiring research.
- d. 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, especially with redaction, is necessary by law. 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.

- e. 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 RMO.

#### **IV. RECORDS ACCESS UPDATE**

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

New: 12/14/2010