UNIVERSITY POLICY GC- 01.00 - 11/99

TO: The University of West Florida Community

FROM: Dr. Morris Marx, President

SUBJECT: Public Records Policy

Policy/Purpose: To articulate UWF Public Records Policy

I. INTRODUCTION (Purpose and Intent)

The purpose of this policy is to establish a procedure for responding in a reasonably timely basis to requests for public records in the custody of the University, while at the same time maintaining the confidentiality of University records which are confidential pursuant to state and federal law, and recognizing exemptions from the requirements of the Florida Public Records Law.

II. STATEMENT OF POLICY

It is the policy of the University of West Florida that all public records in University custody shall be open for inspection by any person, at reasonable times and under reasonable conditions, and that University custodians of public records shall furnish copies of public records. A reasonable charge may be imposed for the cost of duplication and labor.

III. DEFINITIONS

A. Public Record -- Any document, paper, letter, map, book, tape, photo, film, sound recording, magnetic or machine-readable media, or other material, regardless of physical form or characteristic, (including email), made, received or held pursuant to law or ordinance or in connection with the transaction of official University business.

B. Confidential Records and Non-Public Records -- University records which are exempt from the inspection and duplication requirements of the Public Records Law, and/or which are protected against public disclosure by Federal or State law. Confidential and non-public records generally include, but are not limited to:

1. Student records -- §228.093, §240.237, F.S.

2. Medical/Psychological records -- §455.667, §90.503, F.S.

3. Certain police records -- Chapter 119, F.S.

4. Certain personnel records -- §240.253, F.S.
a. reflecting academic evaluations of employee performance

b. reflecting nonacademic performance evaluations created on or before July 1, 1995.

c. records involving witnesses in sexual harassment claims

d. records involving ongoing collective bargaining grievances

e. records involving ongoing disciplinary action against employees

5. Social Security numbers in State employment records -- § 119.07, F.S.

6. Certain information concerning University Police, Mental Health workers and their families -- Chapter 119, F.S.

7. Collective bargaining negotiation records -- § 110.201, § 447.605, F.S.

8. Certain Research-related records -- § 240.241, F.S.


IV. PROCEDURE

A. Custodian of Records -- The Director of Public Affairs of the University of West Florida or his/her designee shall be the Custodian of Records for the purpose of the Florida Public Records Law. Questions concerning the location of particular records may also be referred to the Office of the General Counsel. The Office of Public Affairs shall respond to all Public Records inquiries made by members of the news media and/or the Florida Legislature.

B. When an individual or department receives a request, either verbal or written, to inspect or copy a University record, that person or department representative must determine whether the requested record is public or confidential and may contact the Custodian of Records or the Office of General Counsel for assistance in making that determination. Copies of such requests shall be submitted to the Office of Public Affairs.

C. If the requested record is a public record, the person or department receiving the request must, within a reasonable time:

1. Make the record available for inspection under reasonable conditions (which may include supervision of inspection), and/or

2. Furnish copies of the record to the records requestor without charge.

3. The University reserves the right to impose a charge of 150 per page and impose a special service charge when the nature or volume of public records to be inspected or
copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance, or both. The charge must be reasonable and based on actual costs incurred.*

V. LOCATION OF RECORDS -- The records mentioned above are located on the campus of the University of West Florida, 11000 University Parkway, Pensacola, FL 32514, or on the branch campus of the University of West Florida, Martin Luther King Jr. Boulevard, Fort Walton Beach. Particular records may be located in various buildings on the University campuses.

*Where questions arise concerning what constitutes a reasonable time, reasonable conditions, or appropriate charges, contact the Office of the General Counsel.

Approved:___________________________ Date: ___ 11/99 _______
Dr. Morris L. Marx, President

8/4/03