

IMAGINE SOUTH LAKE CHARTER SCHOOL

Board Policy

Public Records Policy



PUBLIC RECORDS POLICY
EDUCATIONAL CHARTER FOUNDATION OF FLORIDA, INC.
d/b/a IMAGINE SCHOOLS AT SOUTH LAKE
Adopted and Effective: February 13, 2014

- A. Introduction. This Policy sets forth the procedures by which public records of Educational Charter Foundation of Florida, Inc., d/b/a Imagine Schools at South Lake (“School”) are requested and provided for inspection and copying and also how the School will maintain such public records, all in accordance with laws pertaining to charter schools. It is the policy of the School that all records, with the exception of exempt or confidential records identified by state or federal law, shall be open for personal inspection and copying by any person.
- B. Responsibilities and Designation of Records Custodian. The Records Custodian is responsible for the School’s compliance with Florida’s Public Records Act (“Act”), including response to all public records requests and causing all School records that constitute public records to be maintained in accordance with the Act. The Records Custodian shall respond fully to all public records requests within a reasonable time period based on the size, scope and nature of the public records request. Time of year of a request may impact the reasonable response time. For example, there may be a longer reasonable response time for requests made at the very beginning or end of the school year or during administration of mandatory testing. The Principal shall be the Records Custodian for the School.
- C. Procedure.
1. All school personnel and members of the School’s Governing Board shall immediately forward any public records requests they receive to the Records Custodian.
 2. Processing public records requests
 - a) Acknowledgement of request. As soon as reasonably possible after the receipt of a public records request, the Records Custodian will acknowledge the request and will provide a written response to the requestor as to what the estimated amount of retrieval time will be. If necessary, the Records Custodian may seek to clarify the request.
 - b) Notification of charges. The Records Custodian shall notify the requestor of the estimated charges, including applicable labor and copying charges as set forth in paragraph (C)(3), below. For all requests which are estimated to cost more than \$50.00 but less than \$100.00 (including photocopying and labor charges), the School shall require a 50% advance deposit prior to beginning retrieval. For all requests which are estimated to cost more than \$100.00 (including photocopying and labor charges), the School shall require a 100% advance deposit prior to beginning retrieval.
 - c) Copies of public records will only be provided after payment in full.
 - d) Requests for documents which may contain information which is exempt from disclosure or confidential in accordance with Florida law may be withheld until the records can be reviewed and redacted as necessary.
 - e) If the Records Custodian determines that all or a portion of the records requested are exempt from disclosure or confidential, the Records Custodian shall provide a written

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statement to the requestor indicating the specific statutory reference making such record confidential or providing for such exemption.

- f) In accordance with Florida law, the Records Custodian will not process public records requests from anyone requesting public records who has not paid outstanding invoices for public records.

3. Charges for public records requests

a) General

- 1) The charge for duplication of a one-sided letter size, legal size or oversize document, capable of being produced on existing School equipment, shall be fifteen cents (\$.15) per copy. Duplication of two-sided pages shall be twenty cents (\$.20) per copy.
- 2) For any documents not covered by paragraph (C)(3)(a)(1), above, the charge shall be the actual cost to the School for outside reproduction.
- 3) The charge for copies of any cassette tape, DVD, CD-ROM, video tape or other such media shall be the actual cost to the School.
- 4) The charge for paper copies printed from a computer system shall be in accordance with paragraph (C)(3)(a)(1), above.

- b) Special service charges for extensive resources. In accordance with Section 119.07(1)(b), Florida Statutes, the School may charge a requestor a reasonable special service charge if the nature or volume of the public records to be inspected or copied requires the extensive use of information technology resources or extensive use of clerical or supervisory assistance, or both. F.S. 119.07(1)(b). The term "extensive use" for purposes of this Policy means any time longer than fifteen (15) minutes needed to complete all related public records requests from the requestor. This service charge shall be based on the cost actually incurred by the agency for such extensive use of information technology resources or personnel. This may include overtime pay if such personnel must work more than forty (40) hours in any given work week in order to complete the public records request and such personnel are entitled to overtime pay pursuant to the Fair Labor Standards Act. Personnel or consultants with the lowest rates, who are also competent and qualified to complete the request, shall be used to complete the request.

- 4. Tracking public records requests. The Records Custodian shall maintain a log of all public records requests. Such log shall include, but may not be limited to, the date of the request, the name and address of the requestor, the date of compliance, and the method by which the requestor was provided the records. At each meeting of the School's Board, the Records Custodian shall provide a report on the status of any public records requests fulfilled or in process since the prior meeting of the School's Board.

D. General Provisions

- 1. All requestors should be encouraged, but not required, to put their public records requests in writing. This will assist the Records Custodian in clarifying the exact scope of the request. Requestors should specify whether they wish to inspect the records or obtain photocopies or both.

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2. Requests from the media for public records shall be handled consistently with this policy. If the School receives a public records request from the media, the Records Custodian shall inform the board of directors as soon as practicable.
 4. Requestors shall be provided access to public records during reasonable hours. For the purpose of this policy, “reasonable” shall be normal hours of School operation. At all times, public records will be inspected, reviewed and/or copied under supervision of the Records Custodian or the Records Custodian’s designee.
- E. Maintenance and Retention
1. Public records may only be destroyed in accordance with the schedules set forth in Section (E)(2), below. However, in no event shall any School personnel or members of the School’s Board destroy records that are the subject of a current public records request or records that are currently at issue in pending litigation.
 2. All public records shall be retained at a minimum in accordance with the General Records Schedules for Public Schools (GS7), State and Local Government Agencies (GS1-SL), and for Public Libraries (GS15), as applicable, all as published by the Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management. The School’s Board may modify retention schedules at its discretion; however, no modification shall provide for the School to retain a public record for a period of time less than that prescribed by the above publications.
 3. The Records Custodian shall establish procedures by which public records are maintained by School personnel in accordance with the schedules set forth in Section (E)(2), above.
 4. The Records Custodian shall also work with the School’s Board to ensure that public records created by the Board are maintained in accordance with law. At a minimum, all electronic correspondence by the Board on matters relating to the School shall be conducted through their School e-mail addresses. No member of the Board will communicate on matters pertaining through the School by text without sending a copy of such text to their School e-mail.