

## **RLA PUBLIC RECORDS POLICY**

### **Public Information and Inspection of Records.**

All records made public by law shall be made available for inspection or copying, or both, at reasonable times during normal office hours of the school. Public requests must be made to the Administrator in person, over the phone, via regular mail, or via the District email address. The School is not responsible for regular mail requests that are not received by the School or email requests that go to spam due to suspicious email addresses. The request must be documented by the Administrator with the date of the request. The Administrator will inform the requestor when the records will be released and the cost, if any. Depending on the volume and nature of the request, records may be released within 30 days of the request.

### **Rising Leaders Academy policy as to Public Record Requests submitted by email.**

**All Public Records requests SHALL be sent to:**

**[JABERSA@BAY.K12.FL.US](mailto:JABERSA@BAY.K12.FL.US)**

### **Labeling of Email**

It is Rising Leaders Academy's specific policy that all PUBLIC RECORDS REQUESTS be labeled as follows to enable timely receipt and answer of all such requests:

A public records request by email **shall** be made by attaching a copy of the document to be served in PDF format to an e-mail. The e-mail must contain the subject line – **NOTICE OF SERVICE OF PUBLIC RECORDS REQUEST** in all capital letters. The body of the e-mail must identify the title of each document being requested, served with that e-mail, and the sender's contact information to provide the records to. The e-mail and attachment together may not exceed 5 megabytes in size; e-mails that exceed the size requirement must be divided into separate e-mails (no one of which may exceed 5 megabytes) and labeled sequentially in the subject line.

### **Production policy as to all Public Record Requests:**

Photocopying of any record will be performed upon request of any person based upon the following charges, which are computed as covering the actual cost of materials and supplies: \$.15 for each copy of each page; actual cost of postage if materials are to be mailed.

If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources, or extensive clerical or supervisory assistance by personnel of the School, or both, the School may charge a reasonable special service charge, which shall be in addition to the duplication, charge, pursuant to Fla. Stat. 119.07(1)(b).

(a) The term “extensive use” means any time longer than 15 minutes needed to complete all tasks defined in subparagraphs (i) and (ii) below:

- i. The term “extensive use of clerical or supervisory assistance” includes longer than 15 minutes of locating and retrieving of records; reviewing records for statutorily exempt information; preparing records for inspection or copying by redacting or excising exempt or confidential information from records prior to review or copying of records when necessary to ensure the integrity of records; and instructing, or supervising personnel in performing the foregoing tasks when responding to a particular public records request.
- ii. The term “extensive use of information technology resources” includes longer than 15 minutes of writing or executing software commands or setting up information technology resources. Under Fla. Stat. 119.07(1)(b), the term shall include data processing hardware, software, or services; and/or communications, supplies, personnel, facility resources, maintenance, and technology training required to fulfill a given public records request. The terms do not include videotapes.

(b) The special service charge for “extensive use” may be based on either or both of the following, as applicable:

- i. The cost incurred for extensive use of information technology resources; and/or
- ii. The labor cost actually incurred by, or attributable to, the School for clerical or supervisory assistance of the personnel providing the service.

When a special service charge is based, in whole or in part, on labor costs the charge will be based on the current hourly rate of pay (including benefits) of the personnel whose time contributes to the “extensive use” of clerical or supervisory assistance required to fulfill the records request. When the “extensive use” consists of tasks that should be performed by an attorney, law clerk, or paralegal, such as reviewing materials for exemptions and confidential information requiring redaction, the School may reasonably charge the attorney’s or law clerk’s/paralegal’s hourly salary (excluding benefits).

Prior to the duplication of any public record, the School shall notify the requestor of the estimated cost. Prior to the assessment of any special service charge, the School shall notify the requester if the information does not appear to be readily identifiable, possibly does not exist, or will require additional time to review and copy. Upon agreement by the requester and payment of estimated charges, if any, the School will proceed to complete the request.

- (a) Of the monies deposited with the School for fulfillment of a public records request, those in excess of the actual costs incurred to fulfill the request will be refunded to the requester; or, in the alternative, the requester shall be required to remit additional monies to pay for any costs in excess of the monies deposited with the School.

- i. In the event the requester fails to remit additional monies to cover costs in excess of the monies deposited, the School may withhold releasing any public records produced pursuant to the request until those amounts are paid in full.

Records maintained by the School, which are exempt from public inspection, by law, include:

- (a) Personally identifiable records of students, pursuant to Section 1002.22, FL. Statue.
- (b) Portions of personnel records, pursuant to Section 1012.31 FL. Statue.
- (c) All work products developed in preparation for collective bargaining, pursuant to Section 447.605, FL. Statue.
- (d) Appraisals, offers, and counter offers relating to purchase of real property, pursuant to Section 1013.14 FL. Statue.
- (e) Legal records prepared by an attorney exclusively for civil or criminal litigations, pursuant to Section 119.07(3)(o), FL. Statue.
- (f) Data processing software obtained under a licensing agreement which prevents its disclosure, and data processing software designated by the School as "sensitive", pursuant to Section 119.03(3), FL. Statue.
- (g) Sealed requests for proposals or bids until such time as they are publicly opened, pursuant to Section 119.07(3) Florida Statue.