

# RULE

<b>Subject</b>	<b>Public Records and Public Records Requests</b>	<b>Number:</b> 6HX14-1.47
<b>Authority</b>	Chapter 119 F.S., 1002.22 F.S., 1006.52 F.S., 257.36 F.S.	<b>Date:</b> 05/20/2014
<b>History</b>	New	
<b>Source</b>	President	

State College of Florida, Manatee-Sarasota shall comply with state statutes and administrative rules in the creation, maintenance, use and availability of public records. The College shall adhere to state schedules for the management, retention, and disposition of such records.

1. "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by the College.
2. "Electronic records" made or received in the transaction of official business of the College are public records and shall be maintained and produced for inspection, upon request, in the same manner as other public records. Electronic records include data files and databases, machine readable indexes, word processing files, electronic spreadsheets, electronic mail and messages (e-mail), as well as other text or numeric information.
3. All public records, regardless of form, are open to public inspection unless specifically exempted from disclosure by legislative enactment. All public records in the custody of the College not subject of an exemption shall be open for personal inspection by any person, at reasonable times and under reasonable conditions.
4. College custodians of public records shall furnish copies of public records upon request and upon payment of a charge, as authorized by law, for the cost of duplication and labor. Requests for public records shall be responded to on a timely basis in a manner which maintains the confidentiality of records made confidential by law and recognizes exemptions from the requirements of the public records law.
5. All requests for student records are to be directed to the Vice President, Student Affairs. All other requests for records, other than student records, are to be directed to the Vice President, Business and Administrative Services.