

School Board--Methods of Operations**PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS**

Public records of the Board as defined in Sec. 119.011 F.S. shall be made available to the public in accordance with law. Access thereto will be granted to the public during normal working hours of business.

When access to records is granted, records will be produced for examination in an office or location convenient to the custodian of such records and examination of the records will be made in the presence of the record custodian regularly responsible for maintenance of such records. Access to official minutes shall be as specified in Board Rule 6Gx13- 8C-1.16. Board meeting minutes, committee meeting minutes and many other records may also be accessed, at no cost, online at the district's website: www.dadeschools.net. Copies of records shall be provided to the public at a cost not to exceed that provided by Sec. 119.07 F.S. and state statute, as provided herein.

Access to personnel records and records containing confidential information may be restricted in accordance with Sec. 1012.31 F.S., and other applicable laws and applicable collective bargaining agreements.

Employees shall have the right, upon request, to review their personnel file and shall be entitled to a copy of materials contained herein.

I. PUBLIC RECORDS REQUESTS & APPLICABLE FEES

- A. The Superintendent of Schools shall designate a department in the school district to be responsible for handling public records requests and such department shall designate a person or persons to coordinate such requests. Copies of public records may be obtained by making a request to such department, which shall coordinate the production of records.
- B. Public records requests may be made verbally or in writing. Persons requesting public records shall be encouraged to submit requests in writing to expedite accurate processing of their requests. Verbal request shall be reduced to writing by the person receiving the request and verified by the person making the verbal request in order to expedite accurate processing of requests. Such requests should be sufficiently detailed to identify the documents sought to be examined.
- C. Receipt of all public record requests shall be acknowledged promptly and in good faith as required by section 119.07(1)(c), Florida Statutes.
- D. Whenever possible the public should be directed to the school district's free website and informed of the availability of public records that may be accessed without charge.
- E. Copies of records shall be provided to the public at a cost not to exceed that provided by Sec. 119.07 F.S. and state statute. In the event that a higher fee is

charged, the statute imposing such a requirement must be cited. A person making a public records request has the right to an itemized invoice of proposed fees or fees charged. A good faith estimate of such charges for copies of public records shall be paid by the person or entity requesting the records prior to delivery. Estimated payments in excess of actual charges shall be refunded.

- F. Charges for copies are set by state statute (Sec. 119.07(4)) as set forth below; however, such charges shall change automatically in the event that state statutory charges are revised:
1. Up to 15 cents per one one-sided copy for duplicated copies of not more than 14 inches by 8 ½ inches;
 2. No more than an additional 5 cents for each two-sided copy; and
 3. For all other copies, the actual cost of duplication of the public record.
 4. A charge of \$1 per copy for a certified copy of a public record.
 5. If the nature or volume of public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, the fee shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both. For the purpose of this rule, "extensive" means that it will take more than 15 minutes to locate, review for confidential information, copy and refile the requested material.
 6. The custodian of public records may charge the person making the photographs for supervision services at a rate of compensation to be agreed upon by the person desiring to make the photographs and the custodian of public records. If they fail to agree as to the appropriate charge, the charge shall be determined by the custodian of public records.
- G. Fees charged for the duplication of public records shall be collected, deposited, and accounted for in accordance with administrative procedures established by the Superintendent.

II. EXCEPTIONS TO CHARGES

- A. Pursuant to Sec.1012.31(2)(e), Fla. Stat., employees who request their own personnel records may not be charged more than 5 cents per page.
- B. Student records are confidential and exempt from disclosure to the public, except as provided by law, pursuant to Sec.1002.22(3)(d), F.S. The cost for a student's educational records when requested by the parent, guardian, or eligible student, who is 18 years of age, may not exceed the actual cost of producing the copies, not including retrieval costs.
1. A fee may not be charged to a student for copies when the student requesting the fee waiver is qualified to receive free or reduced lunch per federal law. There shall be no fee for inspection of student records.

2. A fee may not be charged to a student currently enrolled in the Miami-Dade County Public Schools for the first five certified copies of a high school transcript. Thereafter, one dollar will be charged to certify each additional transcript, except as provided herein.
 3. The school may waive the fee charged to a student currently enrolled in the Miami-Dade County Public Schools for certified high school transcripts when the student is qualified to receive free or reduced lunch per federal law.
 4. A fee may not to be charged if any of the exemptions listed in Section VI of the document, Student Educational Records, incorporated by reference and part of School Board Rule 6Gx13- 5B-1.07, Student Records, applies, except as set forth in Paragraph II. D. below.
- C. Pursuant to Sec.120.53(2), Fla. Stat., School Board rules and orders shall be provided to the public at no more than the actual cost of duplication, as set by the custodian of records designated in paragraph I.A. above.
- D. When employee records or student records are subpoenaed or demanded by court order, the cost for such records may not exceed the actual cost of producing the copies, not including retrieval costs.

This School Board Rule supersedes charges for duplicating records that may be in conflict with those stated herein and listed in any other School Board rule.

III. INSPECTOR GENERAL

The Inspector General of the School Board shall be entitled to request and receive public records without charge when such Inspector General states that such records are needed for an audit, examination, or investigation. The Inspector General shall maintain the exempt or confidential status of such public records.

Specific Authority: 1001.41(1), (2); 1001.42(23); 1001.43(10) F.S.

Law Implemented, Interpreted, or Made Specific: 119.011; 119.07(1); 119.08; 120.53(2); 1002.22; 1012.31 F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 7-26-78; 1-14-98; 7-15-08