



**SGA Public Records Request Form**

**Office Use Only:**

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Requestor Contact Date: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**This form has been created to increase clarity and communication with regards to records requests. Please submit this request form to the SGA Senate Secretary on business days between 8am and 5pm. Public records requests will be reviewed within 72 business hours after form submission and will then be completed within a reasonable timeframe, as stated in Florida Statutes.**

Florida's public records law, Chapter 119 of the Florida Statutes, defines public records as: *All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of physical form, or characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.* All documents and other written materials that are made or received pursuant to law or that are made or received in the transaction of official university business are public records which, regardless of form, are open for public inspection unless the state legislature has specifically exempted them from disclosure. Electronic mail messages, if they meet these criteria, qualify as public records.

State and federal laws exempt certain types of public records, or portions thereof, from disclosure under the public records law.

Exemptions that frequently apply to University of Central Florida records include but are not limited to:

- a. Academic evaluations of faculty
- b. Student records pursuant to the federal and state Buckley Amendments, also known as the FERPA exemption
- c. Social security numbers
- d. Certain types of research records
- e. Most direct support organization records
- f. Personally identifiable medical information
- g. Most benefit enrollment information
- h. Bank and other financial information (e.g., credit card data)
- i. Personal information regarding law enforcement officers or their families

Before documents are released pursuant to a public records request, any exempt documents or exempt information contained within documents will be removed. This determination will be made by the Office of General Counsel.

Copies of documents will cost 15 cents per one-sided copy and CDs will cost \$1 each, paid to the Senate Secretary. All charges will be collected before producing the records. In addition, if copying the public records requires extensive use of information technology resources or clerical and/or supervisory assistance, the university may assess a reasonable service charge based on the university's actual incurred costs. Reimbursement for these charges may be made to the department or unit that incurred the charge. An estimate of the charges will be given to the requestor and approval obtained prior to responding to the request.

Depending on the request, SGA may make copies and forward the documents to Institutional Research or the Department of News and Information, which will then either arrange a time for inspection of the documents or deliver copies of the documents to the requestor. Requests by a media source should be submitted directly to the Department of News and Information.

Requestor's Name: \_\_\_\_\_

Requestor's Phone Number: \_\_\_\_\_ Requestor's E-mail Address: \_\_\_\_\_

**Indicate, in the blank space, what records you are requesting. Please be specific (e.g., date, time, etc.).**

Copy of Audio CD \_\_\_\_\_  Review Audio CD \_\_\_\_\_

Copy of Document \_\_\_\_\_  Review Document \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_