

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 2156

**TITLE:** INSPECTION, EXAMINATION, AND DUPLICATION OF COLLEGE RECORDS

**BASED ON POLICY:** 2.15 SAFEKEEPING, REPRODUCTION, AND DESTRUCTION  
OF RECORDS

**OFFICE OF PRIMARY RESPONSIBILITY:** PRESIDENT'S OFFICE

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**I. Purpose:**

To establish procedures for public access to college records and to insure that inspection and examination of college records by any person is properly supervised and the correct fees charged

**II. Procedure:**

- A. College records are public records; therefore, any person who desires to inspect and examine such records may do so at reasonable times, under reasonable conditions, and under the supervision of the custodian or designee. Certain college records are exempt or limited from public access, including but not limited to the following:
  - 1. Student records and reports, except as provided in F.S. 228.903
  - 2. Records reflecting evaluation of employee performance, except as provided in F.S. 240.337
  - 3. Examination questions and answer sheets for the purpose of licensure, certification, or employment
  - 4. The home addresses, telephone numbers, social security numbers, and photographs of law enforcement officers and spouses (including corrections and H.R.S. employees) who investigate possible criminal activities
  - 5. The home address, telephone numbers, and photographs of certified firefighters, judges, and their spouses.
  - 6. Certain legal documents until litigation or proceedings are concluded
  - 7. Sealed bids or proposals until notice of a decision or intended decision or within ten days after bid or proposal opening, whichever is earlier

8. All complaints and other records which relate to a complaint of discrimination until resolved
  9. Medical-related information on employees or students (including workers' compensation, insurance applications and medical history questionnaires)
- B. Photocopies of public access records will be made by the custodian or designee upon receipt of payment by the cashier as follows:
1. Duplicated copies no larger than 8-1/2" x 14" will be provided for \$.05 per one-sided copy or \$.10 per two-sided copy.
  2. A certified copy of a record will be provided for \$1.00 per copy.
  3. If the nature or volume of public records requested to be inspected, examined or copied requires extensive use of resources, a special service charge will be addressed to the photocopying charges. This special service charge will reflect the actual cost to the college for the labor or reimbursement of expenses needed to process the request. A request which requires an hour or more will be considered extensive.

**HISTORY: Last Reviewed: 4/12/12**

**Adopted:** 12/1/85

**Reviewed:** 2/28/05, 4/29/08, 4/12/12

**Revised:** 6/7/94, 2/6/02