

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO. 2151**

**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 ensure 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. 1002.225 and under the Family Educational Rights and Privacy Act (FERPA)
  2. Records reflecting evaluation of employee performance and current investigations of employee misconduct, except as provided in F.S. 1012.81
  3. Examination questions and answer sheets for the purpose of licensure, certification, or employment
  4. The home addresses, telephone numbers, dates of birth, and photographs of personnel including spouses and children identified in F.S. 119.071 (4)(b)2
  5. Security and fire safety system plans per F.S. 119.071 (3)
  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 10 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 5 cents per one-sided copy or 10 cents per two-sided copy.
  2. A certified copy of a record will be provided for 1 dollar 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 assessed 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 one hour or more will be considered extensive.

**HISTORY: Last Revised: 4/27/20**

**Adopted:** 12/1/85

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

**Revised:** 6/7/94, 2/6/02, 4/27/20