



Office of the General Counsel
11000 University Parkway
Pensacola, FL 32514-5750

March 20, 2015

Ms. Janice Perkins-Gilley
University of West Florida
11000 University Parkway
Pensacola, FL 32514

Re: Repeal of GC-01.01-09/01 Public Records Requests Policy

Dear Janice:

Please process the attached policy for repeal to the President for approval and signature. With your permission, we will remove the policy from the University Reference Collections.

GC-01.01-09/01 Public Records Requests Policy. This policy is being repealed because the policy is out of date and no longer needed. The content has been centralized and included in GC-01.03-03/15 Public Records Policy. The repeal of GC-01.01-09/01 was posted in the policy review system on February 13, 2015 and completed the general review period with two comments. I have attached the history of the review and the comments for your convenience and confirmation. Thank you.

Sincerely,

Handwritten signature of Lisa N. Bernau in blue ink.

Lisa N. Bernau
Assistant General Counsel

Approved:

Handwritten signature of Dr. Judith A. Bense in blue ink, written over a horizontal line.
Dr. Judith A. Bense, President

Date:

Handwritten date "3/20/15" in blue ink, written over a horizontal line.

UNIVERSITY POLICY Repeal of GC-01.01 - 9/01

TO: University of West Florida Community

FROM: Dr. Morris L. Marx, President

SUBJECT: **Public Records Requests**

AUTHORITY: Section 240.227 F.S. & 119 F.S.

Policy/Purpose: To articulate and standardize UWF policy concerning procedure for filling public records requests

The University of West Florida is committed to making all the University's public records available for inspection upon request. Pursuant to 119.07 (1) (a), all personnel having custody of a University of West Florida public record shall allow the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian's designee.

Specifics of the procedure include asking the requestor for the records request in writing. This is not required, but is desirable. It enables the Office of General Counsel and the records custodian to keep an accounting of the requests, it assures all parties involved are clear on the content of the request and helps assure compliance in a timely manner. Written requests including the name and telephone number of the requestor or the requestor's representative need to be sent to the Office of General Counsel in B10/Rm122. Upon receipt of the written request, the Office of General Counsel will make arrangements with the requestor or the requestor's representative to meet with the records custodian on campus to review the requested documents under the supervision of the custodian. The custodian will furnish copies of documents the requestor desires by assisting the requestor with payment processes through the copy service department and cashiers office. Copies will be released upon payment for the copies as outlined in 119 F.S. (fifteen cents per page one sided up to 8 1/2 x 14 and twenty cents for two sided copies — other charges as appropriate.)

Pursuant to the University of West Florida Public Records Policy as posted on the President's web page, the Director of Public Affairs of the University of West Florida or his/her designee shall be the Custodian of Records for the purpose of the Florida Public Records Law. The Office of Public Affairs shall respond to all Public Records inquiries made by members of the news media and/or the Florida Legislature. When an individual or department receives a request, either verbal or written, to inspect or copy a University record, that person or department representative must determine whether the requested record is public or confidential and may contact the Custodian of Records or the Office of General Counsel for assistance in making that determination. Copies of such requests shall be submitted to the Office of Public Affairs.

Records requests are to be completed in a timely manner, and a 48-hour turn around is desirable. Where questions arise concerning what constitutes a reasonable time, reasonable conditions, or appropriate charges, contact the Office of the General Counsel.

APPROVED:

DATE: 9/10/01

Dr. Morris L. Marx, President

6/11/02

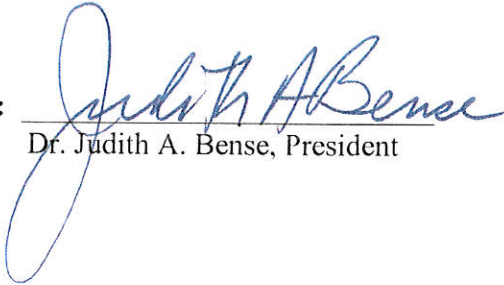
Change Justification:

This policy is being repealed because the policy is out of date and no longer needed. The content is centralized and included in GC-01.03-03/15 Public Records Policy.

History:

GC-01.01-09/01 Public Records Requests adopted September 2001 and reviewed June 2002; repealed hereby.

Approved:


Dr. Judith A. Bense, President

Date:

3/20/15