



**ERUM MOTIWALA, CHIEF FINANCIAL OFFICER  
OFFICE OF THE CHIEF FINANCIAL OFFICER**

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*Signatures on File*

TO: All Principals  
All Department Heads

FROM: Aston A. Henry, Jr., Director  
Risk Management

Erum Motiwala, Chief Financial Officer  
Office of the Chief Financial Officer

VIA: Dr. Howard Hepburn, Superintendent  
Office of the Superintendent

SUBJECT: **PUBLIC RECORD REQUESTS**

The Risk Management Department is responsible for tracking and processing all public records requests (PRR) submitted to Broward County Public Schools. If your school/department receives a public records request directly from a requestor, you must respond to the requester and copy the Public Records email address at [recordrequests@browardschools.com](mailto:recordrequests@browardschools.com). You are to advise the requester his/her request has been forwarded to Risk Management for tracking and processing. Risk Management will assign a tracking number and send a separate acknowledgement to the requester.

*Important Note: Education Records are not considered a Public Record.*

It is crucial that all public records requests be handled in a timely manner. *The Government-In-the-Sunshine Manual*, Section 119.07 (1)(c) F.S., states, "...The Florida Supreme Court has stated that the only delay in producing records permitted under Ch. 119, F.S., is the limited reasonable time allowed the custodian to retrieve the record and delete those portions of the record the custodian asserts are exempt ... An agency's unreasonable and excessive delays in producing public records can constitute an unlawful refusal to provide access to public records."

**If you have any questions, please contact the Risk Management Department at 754-321-1900.**

HH/EM/AAH:tc

c. School Board Members