



**JEFFREY S. MOQUIN  
CHIEF OF STAFF**

**Signatures on File**

August 17, 2022

**TO:** All Principals  
All Department Heads

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

**VIA:** Jeffrey S. Moquin  
Chief of Staff

**SUBJECT: PUBLIC RECORDS REQUEST**

The Risk Management Department, Public Records Division is responsible for tracking and processing all public records requests (PRR) submitted to Broward County Public Schools. Should your school/department receive a public records request, you must submit a copy to the Public Records Division of the Risk Management Department. Please note Education Records are not considered a Public Record.

If your school/department receives a public records request directly from a requestor you, as recipient, must acknowledge receipt. The requestor must be advised his/her request has been forwarded to our Public Records Division for tracking and processing. Tracking numbers are assigned to all public records requests.

Schools/departments must advise the Public Records Division immediately if you are not the appropriate Custodian of Records. An estimated cost form will be sent to your school/department. This form will assist staff in determining the cost of completing a public records request. The estimated cost form must be completed and returned to the Public Records Division before you process a request.

Once a requestor has accepted charges and payment is received, the Public Records Division will notify your school/department to begin processing this request accordingly. Only records that are responsive to the Public Records Request will be provided to a requestor. If records do not exist, email this information to the Public Records Division. As Custodian of Records you are responsible for proper redaction of information and if exemptions apply you must provide a legal basis for the exemption. If records are located offsite, your school/department is responsible for compliance with this request.

All records provided to requestors must be forwarded electronically to the Risk Management Department, Public Records Division as proof of delivery and closure.

It is crucial 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.”

All Public Records Requests must be processed promptly. The Risk Management Department, Public Records Division is available to provide support and assistance if requested. **If you have any questions, please contact the Risk Management Department at 754-321-1900.**

JSM/AAH:tc

c: School Board Members  
Senior Leadership Team