



BELMONT ACADEMY

BELMONT ACADEMY Public Information/Public Records

Adopted: Aug 22, 2016

The BELMONT ACADEMY Board of Directors recognizes its responsibility to maintain the public records of the Academy and to make such records available for inspection and reproduction.

Exemptions from Public Records

"Public Records" are defined in State statutes; however, "public records" do not include student records, medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records of release of which is prohibited by State or Federal law, and any other exceptions set forth in Florida Law.

Exemptions from public records are defined in F.S.119.071. The custodian of records shall act in accordance with the statute.

Access to Public Records

Any individual may inspect and request copies of public records of the school during the regular business hours of the office in which such records are maintained. The principal is authorized to grant or refuse access to the records of the school in accordance with the intent of this policy and applicable law. Exemptions from public records are defined in F.S.119.071.

In accordance with Florida law, the custodian of public records shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision of the custodian of public records.

The principal shall be designated as the custodian of public records and may designate another school employee to permit the inspection and copying of public records.

The custodian of public records and/or a designee must acknowledge requests to inspect or copy records promptly and respond to such requests in good faith.

Duplicated copies or certified copies of the school's public records shall be provided upon payment of the appropriate fee set forth in the Florida statutes. If the request for copies of a public record in any form could result in the collection of a special service charge, an estimate of the fee that will be due and payable shall be provided to the requestor.

Fees:

- (A) A duplication fee of fifteen cents (\$0.15) per page, and an additional fee of \$1.00 per copy for a certified copy, shall be charged. For all other copies, the actual cost of duplication of the public record shall be charged. The requestor shall also be charged the cost of mailing the records, when requested to do so. The requestor shall be advised of these costs in advance of the duplication of the requested records.
- (B) The duplication of the requested records will commence upon payment of the estimated fee by the requestor. Upon the completion of the records request, an exact fee for the services rendered will be determined.
- (C) If the nature or volume of the public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance, BELMONT ACADEMY will charge a reasonable special service charge, which shall be in addition to the duplication charge, pursuant to F.S. 119.07(1)(b). The term "extensive use" means any time longer than fifteen (15) minutes needed to complete all tasks defined in subparagraphs 1 below.
 - (1) The term "extensive use of clerical or supervisory assistance" includes longer than fifteen (15) minutes of locating and retrieving of records; reviewing records for statutorily exempt information, preparing records for inspection and/or copying or redacting exempt information records prior to review or copying; monitoring of the inspection or copying of records when necessary to ensure the integrity of the records; and instruction, or supervising personnel performing the foregoing tasks when responding to a particular public records request.
 - (2) Prior to the assessment of any special service charge, BELMONT ACADEMY shall notify the requestor of estimated charges. Upon agreement by the requestor and payment of estimated charges, if any, BELMONT ACADEMY will proceed to complete the request.
- (D) Of the monies deposited with BELMONT ACADEMY for fulfillment of a public records request, those in excess of the actual costs incurred to fulfill the request will be refunded to the requestor, or in the alternative, the requestor shall be required to remit additional monies to pay for any costs in excess of the monies deposited with BELMONT ACADEMY.
- (E) Any overpayment will be returned to the requestor within a reasonable time period.
- (F) Any underpayment will be due from the requestor prior to receiving the documentation
- (G) In the event the requestor fails to remit additional monies to cover costs in excess of the monies deposited, BELMONT ACADEMY may withhold releasing any public records produced pursuant to the request until those amounts are paid in full.

Email

While incoming and outgoing emails of all BELMONT ACADEMY personnel, including Governing Board members, are subject to Public Records Law, BELMONT ACADEMY must provide certain safeguards to ensure exempt information contained within those e-mails is protected from disclosure. For this reason, electronic access to BELMONT ACADEMY emails by anyone other than BELMONT ACADEMY employees and Board members is prohibited. However, the following procedures are to be followed to ensure that the public's right to review and/or copy BELMONT ACADEMY emails is maintained.

Whatever the scope of the request, there may be a cost associated to compile, review and print the e-mails matching the parameters provided by the requestor. An estimate of those costs will be provided to the requestor before the work begins. Applicable deposits and/or full payment will be collected as a condition to production.

A. Requests to Inspect E-mails

1. A preliminary search will be performed to determine the number of e-mails matching the requestor's specifications and to estimate the amount of staff time required to facilitate the request. The staff time would include time required to retrieve and print the e-mails, review for exempt information, and prepare for review by requestor.
2. The principal will advise the requestor of the estimated cost. Upon agreement by the requestor and payment of estimated charges, the principal or his designee, will proceed to complete the request.
3. The prepared e-mails will be available in the office of the principal or his designee for review by the requestor.
4. Copies of any or all of the prepared emails may be provided upon payment of all applicable fees including copy charges and administrative charges.

No public record may be removed from the office in which it is maintained, except by an employee of BELMONT ACADEMY in the course of the performance of his duties. F.S. 119