

ADMINISTRATIVE RULES

Title: RELEASE OF INFORMATION TO THE PUBLIC	Identification: 6HX-10-2.06
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	Effective Date: March 25, 2015
Authority: SBE 6A-14.0261 FS Chapter 119; 1001.64; 1001.65	Signature/Approval: Dr. Ken Atwater

PURPOSE

This administrative rule establishes policy concerning release of information to the public.

RULE

Records are open to the public unless exempt in accordance with State or Federal laws and the College is required to provide public records on request in accordance with Chapter 119, Florida Statutes. For purposes of release of information to the public, the Executive Director of Marketing and Public Relations will serve as the primary custodian of records, appointed for the College. In the absence of the primary custodian, the College Attorney will serve as the alternate. A request may be made in writing, by phone or in person for access to view and/or for copies of public records, which will be provided within reasonable time, under reasonable conditions and under supervision by the custodian of records or a designee, or a written explanation will be provided with the reason for denial of access or for delay. A reasonable charge may be made to cover the actual cost of copies and when the nature or volume of public records to be inspected or copied requires extensive use of information technology resources or extensive personnel assistance, as permitted by law, a reasonable service charge may be required based on the cost incurred. Records will be provided in electronic format, if possible.

History: Adopted: 4/19/06