

LAKE COUNTY SCHOOLS
Request for Public/Personnel Records Review
Date of Request _____

General Information:

- All requests for personnel and other public records are subject to the Florida State Statute Chapter 119.
- The custodian of personnel records for Lake County Schools is the Director of Human Resource Services, and the Communications Officer serves as the public information liaison between the school district and the community at large.
- Requests are honored at 201 W. Burleigh Blvd. Tavares, Florida 32778.
- Requests for personnel and other public records may be made in person, over the telephone, or in writing. This written request form is encouraged to prevent any misunderstanding about the nature or scope of the request, but is not a requirement.
- Copies shall be furnished upon payment of fees prescribed by Florida State Statute, Section 119.07. The fees are as follows:
 - \$0.15 per single-sided copy
 - \$0.20 per double-sided copy
 - \$1.00 per each page of a certified document
 - \$5.00 per video or audio disc furnished by the district
- Records may be inspected on-site under reasonable conditions during normal office hours, and under the supervision of the custodian of the records/designee.
- If the nature or volume of public records requested to be inspected or copied is such as to require extensive use of information technology or extensive clerical or supervisory assistance by personnel, a service charge will be imposed. For purposes of this rule, "extensive" means that it will take more than 15 minutes to identify, locate, compile, review, copy and re-file the requested record. The service charge shall be computed to the nearest quarter hour exceeding 15 minutes based on the current rate of pay of the District employee(s) and/or supervisor who perform these services. (LCS Policy 3.51)
- Due to the size of some records, the time to gather the information will vary. Please allow at least 48 hours of preparation time.
- Employees will be notified of the request to review their personnel records.

Employee File Requested:

Name _____ EIN # _____
First Last MI

Public Record(s) Requested:

Requestor Information:

Name _____
First Last MI

Special Information Requested from Record (if applicable):

The documents listed below are confidential within the provisions of Florida State Statutes and may not be made available to a Personnel Record Requestor.

1. _____ All performance assessment records completed prior to July 1, 1983. **Section 1012.31, Florida Statutes**
2. _____ All performance assessment records completed during the preceding school year and current year. **Section 1012.31, Florida Statutes**
3. _____ Investigative materials for any investigation still in progress, unless the sixty (60) day limit has expired. **Section 1012.31, Florida Statutes**
4. _____ Any material which may be construed as derogatory until the employee has a ten (10) day period to provide a response. **Section 1012.31, Florida Statutes**
5. _____ Payroll reduction records. **Section 1012.31, Florida Statutes**
6. _____ Medical, psychiatric/psychological records. **Section 1012.31, Florida Statutes**
7. _____ Educational transcripts. **FERPA Act of 1974**
8. _____ Social Security Number. **Section 119.071(5)(a), Florida Statutes**
9. _____ All FDLE results and any fingerprinting reports.
10. _____ Any records of drug test results.

Copy of Record was _____ reviewed in the presence of the Custodian of Records/Designee
 _____ mailed by the Postal Services
 _____ sent by email
 _____ picked up by Requestor

# of one-sided copies made at \$0.15 per page:	# of two-sided copies made at \$0.20 per page:	Total Cost of Record Request: \$
# of Certified document copies at \$1.00 per page:	# of video or audio discs furnished by the District at \$5.00 each:	

 Signature of Custodian of Records/Designee

 Date request completed