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| Document No.: PL-18-001 | | |
| Title: Public Records Request Policy | | |
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| Owner: Executive Director | Status: Reviewed 01/28/2026 | |
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To: All CareerSource North Florida Staff and the Workforce Development Board

Purpose: This policy reinforces the North Florida Workforce Development Board (NFWDB) and CareerSource North Florida’s (CSNF) commitment to open government and public records laws and establishes the framework for implementation.

Reference:

- Article I, Section 24, Florida Constitution
- Florida Statutes, Chapter 119
- Florida Department of Commerce Policy Number 033, Confidentiality of Records and Public Requests and Subpoenas
- PR-18-002 Public Records Request Procedure

Background

The Florida State Constitution and Statutes mandate that all state, county, and municipal records are open for personal inspection and copying by any person. As an agency designated by the Governor, the Florida Department of Commerce, and CareerSource Florida as an administrative entity for programs under the Workforce Innovation and Opportunity Act of 2014 and Florida’s Workforce Innovation Act of 2000, the North Florida Workforce Development Board is subject to these public records requirements. This policy has been adopted with some adaptation from the Florida Department of Commerce Policy Number 033, Confidentiality of Records and Public Requests and Subpoenas.

Content

DEFINITIONS

Actual Cost—The cost of goods and supplies used to duplicate the requested material, but does not include the labor cost or overhead cost associated with such duplication.

Confidential—Information that has been declared confidential by Florida or federal law. As used in this policy, the term confidential refers to entire record systems, specific records, or individually identifiable data that by law are not subject to disclosure under Article I, Section 24 of the Florida Constitution, Chapter 119 of the Florida Statutes, or applicable federal laws.

Exempt Records—Records which are or which contain information which is expressly made not subject to the mandatory access requirements of Chapter 119 of the Florida Statutes.

Extensive—As used herein with reference to labor involved to accommodate a public records request, means where CSNF personnel must spend more than thirty minutes to locate, retrieve, copy, refile, review, and redact, if necessary, the requested material in order to comply with the request.

Information Technology Resources—Data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance, and training.

Public Records—All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Electronic materials are included.

Redact—To obscure or remove from text a copy of an original public record, or to conceal from an electronic image that is available for public viewing, that portion of the record containing exempt or confidential information.

Special service charge—The fee that may be charged, in addition to the actual cost of duplication, if the nature or volume of material requested to be inspected, examined, or copied is such as to require extensive use of resources or extensive CSNF staff assistance, or both.

DESCRIPTION

It is the policy of the NFWDB that all public records requests that are not exempt or confidential and are in the possession of the organization shall be open for inspection and copying by any person, for any reason, at any reasonable time and under reasonable conditions pursuant to the Florida Constitution and Florida Public Records Law. It is also the policy of the organization that the procedures outlined in PR-18-002 Public Records Request Procedure shall be applied to all requests for public records received, unless otherwise noted.

The Executive Director will designate a Records Facilitator to serve as the contact person for public records requests and oversee the organization's compliance with public records/open government requirements. As appropriate, fees may apply to a public records request. A schedule of these fees or estimate for a request may be provided upon request.

Action

For immediate implementation, all CareerSource North Florida Staff and Board Members are responsible for adhering to this policy regarding public record requests and following the procedures outlined for implementation, including any future updates. The Executive Director will ensure a designated Records Facilitator as the point of contact for all public records requests.

Timeline

This policy is effective until further notice. It should be reviewed following three years of issuance or a change in referred guidance.

Signature



08/15/2019

Mike Williams, WDB Chair

Date



08/15/2019

Diane Head, Executive Director

Date

CareerSource North Florida is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.