
LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURES

TITLE: PUBLIC RECORDS REQUEST

NUMBER: PRO 2 -18

REFERENCE: Board Rule 2.25
Admin Pro 4-13 Student Records

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Request Form attached

This procedure establishes the responsibilities and actions for handling public records requests. As a state agency, the College is required by law to comply in a timely manner to all requests for public records; therefore, the Vice President of Finance and Administrative Affairs, who is designated as the Records Management Officer (RMO), should be promptly notified of all requests for access and/or copying of public records. The Officer shall determine which department (s) is most appropriate to handle the request and how to best proceed.

In some cases, compliance with public records requests will require the cooperative efforts of more than one College department. Any and all College departments receiving a request for production of records from the Vice President of Finance and Administrative Affairs, as the College's RMO, are expected to comply in a timely fashion.

A record of all requests for public records will be maintained in the office of the Vice President of Finance and Administrative Affairs.

In the event the College is required to provide access and/or copies of public records, the department receiving the request will complete Section I (Receiving Department Information) and Section II (Requestor Information) of the LSSC Public Records Request Form. This form is located alphabetically by name on Intranet under "Forms." The form should then be submitted, via email attachment, to the RMO (Vice President Business Affairs), who will assign the request to the appropriate department and/or individual. After completing the preparation, the assigned individual will complete Section III and submit the form back to the RMO (or designee). The RMO or designee will verify Section III information and complete Section IV, Statement of Charges. In addition, any written documentation applicable to the request should be forwarded to that office.

To complete the form, follow the step-by-step instructions below. (NOTE: Use the tab key to move from section to section within the form.)

a. Section I: Receiving Department Information

The department receiving the initial request should complete this section by providing the following information:

1. Date and time initial request was received.
2. ce

