

PUBLIC RECORD REQUEST PROCEDURE

3.51a

Any public record request should be directed to:

Public Records Custodian Contact*
Sarasota County School District
Records and Forms Management
101 Old Venice Road
Osprey, FL 34229
Phone (941) 486-2166
publicrecordrequest@sarasotacountyschools.net

*The definition of “custodian of records” includes multiple employees throughout the school district. Accordingly, the Records and Forms Management Department has been designated to receive and facilitate public record requests and any legal notices or inquiries regarding the requests for the convenience of the public.

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A person can make a public record request electronically, by phone, in person, or by U.S. Mail.

If a person phones or visits a location and wants to make a public record request, provide the person with the above information to submit the request.

If a person wants to make the request in person and has a written request, review it for legibility and contact information. Email the request to the above public record request mailbox.

If a person insists on giving the request verbally, write it down and have the person read it (or read back) to confirm the request has been captured accurately. Be sure to have the person’s contact information. Email the request to the above public record request mailbox.

CHAPER 3.00 - SCHOOL ADMINISTRATION

If a person requests to remain anonymous, explain the need to follow-up with the Public Records Office directly regarding the status of the request and provide the above contact information.

If the Public Records Office receives a request for department or school records, the office will contact the department or school for the responsive records. Once the office receives the records, the material will be reviewed for possible redactions prior to being sent to the requestor. The Public Records Office will provide estimates and invoices to the requestor as appropriate.

It is important that public record requests receive prompt attention. If records are unable to be located or will take a considerable amount of time, notify the Public Records Office right away.

If there are questions about this process, contact Records Specialist, Kelly Romano at Kelly.Romano@sarasotacountyschools.net.