

PUBLIC RECORDS

1. The term “public records”, as defined in FS 119.011(1), includes “all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business” by the Governing Board and South Tech Charter Academy, Inc..
2. Public records shall be maintained in accordance with South Tech Charter Academy, Inc. Sponsor’s Retention Schedule (currently available online at: <http://www.palmbeach.k12.fl.us/Records/Records.htm>), approved under FS 119.01(4)
3. Persons may request public records either verbally or in writing. Requesters are encouraged to submit requests in writing to expedite accurate processing of their requests. Requests should be sufficiently detailed to identify the documents sought to be examined or copied.
4. Governing Board members, school employees and agents, and advisory committees receiving requests for public records shall coordinate responses through the Academy President or Management Company Representative’s office.
5. Public records requests fulfilled by South Tech Charter Academy, Inc. will be subject to the limitations, including those records exempt from public disclosure, and fee schedule contained in Palm Beach School District Policy 2.041.

Authority: FS 230.22(2); 230.23(22); 230.23005(6)

Implemented: FS 112.3188; 119.01; 119.07; 119.072; 119.08; 119.083; 119.084; 119.085; 119.011(1); 1231.031(5); 228.093; 230.23(1),(4)(m)5,(11);230.2316(8); 231.262(4); 231.291; 232.23; 235;054; 237.40(4); 447.605; 760.50(5), Fla. Stat.; Ch. 95-399 (2) Laws of Fla.

Reference: Palm Beach School District Policy 2.041

History: New: 7/01/2004; Revised: 7/07/2005; 3/11/2010