



- I. Purpose To provide for assurance of responsiveness and fulfillment of requests for public records.

- II. Scope These procedures apply to all Office Personnel in their response, notification and timely fulfillment of requests for public records from the Office of Purchasing.

II. Responsibility

A. GENERAL

Pursuant to Florida Statutes, Chapter 119.07 **Inspection, examination, and duplication of records:**

The Office of Purchasing as custodian of certain public records shall permit the records to be inspected and examined by any person(s) desiring to do so.

Upon receiving such requests, office personnel are instructed to direct such calls and inquires to the Purchasing Manager or Purchasing Supervisor(s), to assure proper provisions, in order to fulfill those requests.

B. PROCESS

All public records requests should be in writing from the requestor or noted in the contract file and include fulfillment information of the request.

The request for public records with costs to the requestor should come as a written request. Form #OF0058 Public Records Request will work for such requests. The requestor will fill in the appropriate request information. The Office of Purchasing contact will verify the requestors request by extending the #pages/tapes, unit prices, extensions of costs and anticipated fill date; then have the requestor sign on the acceptance line.

The Purchasing contact makes arrangements with the requestor for payment to the Clerk of the Circuit Courts Recording Office who will provide an official receipt of the transaction.

The requestor shall present an original copy of the official receipt to the Office of Purchasing as evidence of payment after which the Purchasing contact assures filling the request, noting fill date and by whom, and makes arrangements with the requestor to receive the requested records.