

FAQs Public Records

- **What is a public record?**

- Any record made or received in connection with the transaction of official business of the University unless it is exempt from disclosure by statute.
- Includes all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material.
 - This includes email messages, text messages, instant messaging services like Jabber, and social media.
- Personal notes, even if they are about work-related matters, are not public records unless they are shared or filed in a University file.
- If material falls within the definition of “public record” it must be disclosed upon request unless there is a statutory exemption.
- See [FPU-1.0123P Public Records Policy](#) for more information

- **What are some common records that are exempt from disclosure?**

- Education records under FERPA
- Applicant records
- Social Security numbers
- Medical/psychological information
- Records maintained for the purposes of any investigation of employee misconduct, grievance proceeding, or disciplinary proceeding until complete.
- Academic evaluations of faculty records. This does not include in the State University System Student Assessment of Instruction.
- Certain collective bargaining records
- All Foundation records except for the auditor’s report, management letter, and any supplemental data requested by the Board of Governors, the university board of trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability (see Section 1004.28(5)(b), Florida Statutes)
- Personal banking information

- **What do you do if you receive a public records request?**

- Immediately forward the request to the Office of the General Counsel:
OGC@floridapoly.edu if received by email. Otherwise, immediately notify the OGC.

- **What are the record retention requirements?**

- Must be maintained in accordance with retention schedules promulgated by the state librarian. <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>

- The Secretary of State publishes a handbook called “The Basics of Records Management Handbook”
<http://dos.myflorida.com/media/31105/basicsrecordsmanagement.pdf>
- Records Retention Schedule for Public Universities and Colleges:
<http://dos.myflorida.com/media/693587/g05.xls>
- See [FPU-1.0122P Record Retention Policy](#) for more information

Common Records	Retention Period
Departmental Annual Reports	3 fiscal years
Class Rolls	3 fiscal years provided applicable audits have been released
Class, Course, Room, and Faculty Schedules	End of semester
Course and Program Records: Descriptions and Requirements	Retain until obsolete, superseded, or administrative value is lost
Course and Program Records: Professor/Department Files	2 anniversary years after training provided applicable audits have been released.
Examination Materials: Non-Standardized:	1 semester after expiration of appeal process.
Examination Materials: Standardized	3 fiscal years provided test scores posted to permanent record and provided applicable audits have been released.
Faculty Sabbatical/Professional Development Leave Records	5 fiscal years after final report submitted or notification of denial.
Grade Records: Data Input Forms	1 semester provided posted to Student Record.
In-Service Education Records	5 fiscal years provided applicable audits have been released.
Instructor Evaluations	1 semester after submitted.
Student Class Work Records	Retain until obsolete, superseded or administrative value is lost.
Student Education Records: Permanent Academic File	Permanent
Student Education Records: Supporting Documents	5 anniversary years after graduation, transfer or withdrawal provided applicable audits have been released.