

Public Records Request (PRR) Response Procedure

The Escambia Children's Trust (ECT) is a special district of government and is therefore subject to Florida's Public Records laws. Pursuant to Chapter 119 F.S., persons making a public records request are not required to give their name; are not required to explain why they are making a request; and are not required to submit a request for public records in writing. Requestors may contact ECT via email, phone, or in person to request public information and/or records.

ECT processes requests in the order they are received and fulfills all requests as quickly as possible. Broad or laborious requests can take longer to fulfill and may be subject to service fees. The following procedure is followed to ensure that all requests receive timely, sufficient responses:

- 1) Within two (2) business days of receipt, each request is assigned a unique identifier – a request ID number in the format of PRR 2022-01, indicating the year of the request and the sequential number of the request received.
- 2) A written response is sent within two (2) business days of receipt to the requestor, either via email or USPS, with an acknowledgment of receipt that reads as follows:

Dear _____:

In accordance with Florida Statutes Chapter 119, this email acknowledges receipt of your public records request, which has been assigned Request ID No. PRR 20XX-0X.

Your request will be processed in the order it was received. Should the nature or volume of public records that you have requested require extensive use of information technology resources or extensive clerical or supervisory assistance, a deposit will be required before staff will commence efforts to fulfill your request.

We anticipate responding to your request with either the requested documents or a time and cost estimate within ten (10) days. When applicable, any associated costs must be paid prior to the release of the public records.

If you have any questions or would like assistance narrowing the scope of your request, please contact _____ and include your Request ID number.

- 3) Requests are recorded on the annual tracking spreadsheet that captures the following data:
 - Request Number (i.e., PRR 20XX-0X)
 - Date Received
 - Status (Complete, In process)

- Date Released
 - Requestor Name
 - Organization, if applicable
 - Description of Request
 - Redaction (yes or no)
 - Reason for Redaction, if applicable
 - Attorney Review (yes or no)
 - Attorney Review Fee, if applicable
 - Total Fees, if more than \$7.00
- 4) All potentially responsive records are gathered and, if applicable, forwarded to ECT general counsel for review.
 - 5) All confidential and exempt information is redacted from copies of public records whenever advised by legal counsel with statutory citations. Legal counsel reviews the records and indicates approval via email documentation that the records are cleared to be released, including any redactions to be made, citing the statutory basis for any redactions.
 - 6) Any request that requires extensive use of information technology resources or clerical or supervisory assistance is assessed an additional charge. Requestors are contacted with an estimate for the cost of providing the requested records prior to being charged. FEES MUST BE PAID BEFORE RECORDS MAY BE PROVIDED. Copy fees will be assessed at 15 cents per page for single-sided copies and 20 cents per page for double-sided copies. Fees totaling \$7.00 or less will be waived automatically.
 - 7) ECT will provide the cost estimate and/or records to the requestor, including the legal basis for any redactions. The final response will also include a statement that the PRR is now closed in ECT's system and will advise the requestor that if they need anything further to contact the executive director of ECT or submit a new PRR.