

Executive Summary
Statewide Travel Management System (STMS) & Public Records
December 2, 2019

Below is a summary of information related to the STMS and public records that reflect JAC's communications with DMS staff.

1. Utilizing the STMS for employee travel reimbursements is required by s. 112.061(16)(b), F.S.
2. Non-employee travel will be processed outside of the STMS.
3. As the system "owner," the Department of Management Services (DMS) is the custodian of travel records in the STMS.
4. Offices of Justice Administration will have access to their own travel records in the STMS, and may release a record in response to a public records request made of them; they do not have to "go through" DMS.
5. DMS is required by Florida Law to provide travel details (reports) via a State of Florida Travel "portal" which lists travel recorded in the STMS—unless the travel is marked "secure." The portal can be found: <https://travel.myflorida.com/>.
6. DMS' public records policy regarding the STMS is provided on their website: https://www.dms.myflorida.com/agency_administration/statewide_travel_management_system.
7. JAC staff have been in communications with Chasity O'Steen, DMS General Counsel, and Bob Ward, DMS Chief Information Officer, over the last several months to acquire an understanding of the DMS Public Records Policy related to the STMS. JAC staff participating included: Cris Martinez, General Counsel; Carolyn Horwich, Director of Human Resources; and Vicki Nichols, Director of Accounting. After multiple emails, phone calls, and meetings the following is a synopsis of key elements of DMS' Public Records Policy and procedures related to the STMS:
 - a. ***DFS will release without notifying JAC*** documents or data related to a public record in the STMS **unless one of the following conditions exists:**
 - i. An employee is identified as "restricted relative" or "protected identity" in People First (as defined by s. 119.071, F.S. or other authority); or
 - ii. A trip is marked "secure" in the STMS – by manually checking a "Secure" box in the STMS. Offices will be expected to provide a citation in the STMS (within that trip) supporting the authority to mark a trip secure based on Florida law.
8. If a public record request made of DMS involves an employee marked restricted or protected (see 7a.i. above); a trip is marked "secure" (see 7a.ii. above); or both; the following ***should occur:***
 - a. DMS will contact JAC for information or clarification related to employees with *protected identity or restricted relative indicators* to ensure any applicable redactions are provided;
 - b. DMS will contact JAC regarding trips marked "*secure*" prior to releasing the record. If an Office of Justice Administration determines the secure record or portions of the secure record should not be released, that office will be expected to "defend" that decision in any subsequent litigation and bear the litigation costs; and
 - c. JAC will not determine whether a record should or should not be released; each office will make that determination for its STMS travel information. JAC will not be in a position to "defend" any decision of an individual Office of Justice Administration related to public records.
9. Offices should redact from receipts or other supporting documentation uploaded to the STMS any confidential or sensitive information not needed to process the trip (e.g., home addresses on hotel bills, case information or numbers).
10. Privacy indicators established in People First such as "restricted relative" or "protected identity," ***must be correct each time*** someone is transferred or moved into a different position to ensure that DMS and others have the correct indicators for that employee.
11. JAC will train STMS users regarding the DMS public records policy and all aspects of using the STMS to process employee travel.