MEMORANDUM 023-19HR

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Public Records Exemption Form

DATE: July 8, 2019

The Florida Legislature made changes to Ch. 119, F.S., during the 2019 legislative session. Consequently, the Justice Administrative Commission (“JAC”) has revised its Public Records Exemption Form to reflect the statutory changes. Although agencies administratively served by the JAC process their employees’ Public Records Exemption Form in People First, we wanted to share with you JAC’s revised form as an example. Forms for your employees do not need to be sent to JAC.

As a reminder, the purpose of the Form is to determine which, if any, of the available privacy flag boxes to check in People First on the employee’s Personal Information page. Examples of which type of employee might fall within each option are shown below in red:

Please do not hesitate to contact JAC staff should you have any questions.

Thank you.