



JAC's Public Records Policy

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JAC Public Records Request Policy

“It is the policy of the Justice Administrative Commission to make public records available for inspection or copying as quickly as reasonably possible.”



Two Types of Requests

- **Request for Information/Documents:**
When an office JAC serves requests its own information or records.
- **Public Records Request:**
When a member of the public or an office (whether served by JAC or not) requests records related to JAC or any of the offices it serves.



JAC's Public Records Request Cycle



Pursuant to JAC's Public Records Request Policy, JAC will . . .

- Notify you of requests concerning your office
- Request that you review documents for additional redaction of confidential, exempt, or protected information
- Request that you provide citations for the basis of the redacted information or confirmation of protection status



What JAC Cannot do Concerning Public Records Requests

- Provide legal advice on how to respond to a public records request
- Respond or correspond with a public records requestor on behalf of your office
- Provide document(s) maintained by an office that are not in JAC's possession in response to a public records request made of JAC
- Please know providing JAC's records in response to a public records request made of your office may not be considered responsive to the request





How You Can Help

- Be *specific* when responding to a notification concerning a public records request that affects your office
- *Provide the citation*, should your office request further redaction
- *Respond in the allotted time* so JAC can respond in a reasonable time
- *Provide an alternate Public Records Contact*, should you be out of the office

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Questions:

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