


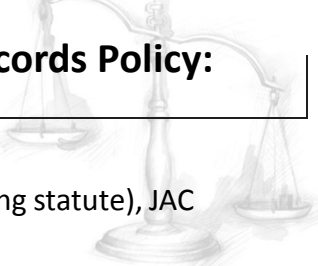
JUSTICE ADMINISTRATIVE COMMISSION



JAC's Public Records Policy


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General Counsel
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Overview of JAC's Public Records Policy:



- Art. 1, s. 24, Florida Constitution
- Under s. 43.16, F.S. (JAC's authorizing statute), JAC administratively serves the JROs
 - *“to maintain a central state office for administrative services and assistance when possible to and on behalf of the state attorneys and public defenders of Florida, the capital collateral regional counsel of Florida, the criminal conflict and civil regional counsel, and the Guardian Ad Litem Program.”*
- Under ch. 119, F.S. (FL Public Records law), JAC is an independent entity that can be held liable for noncompliance
- Commission's Answer: JAC's Public Records Policy



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JAC Public Records Request Policy

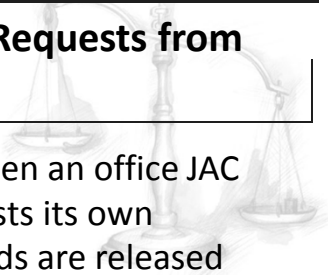

“It is the policy of the Justice Administrative Commission (JAC) to make public records available for inspection or copying as quickly as reasonably possible.”

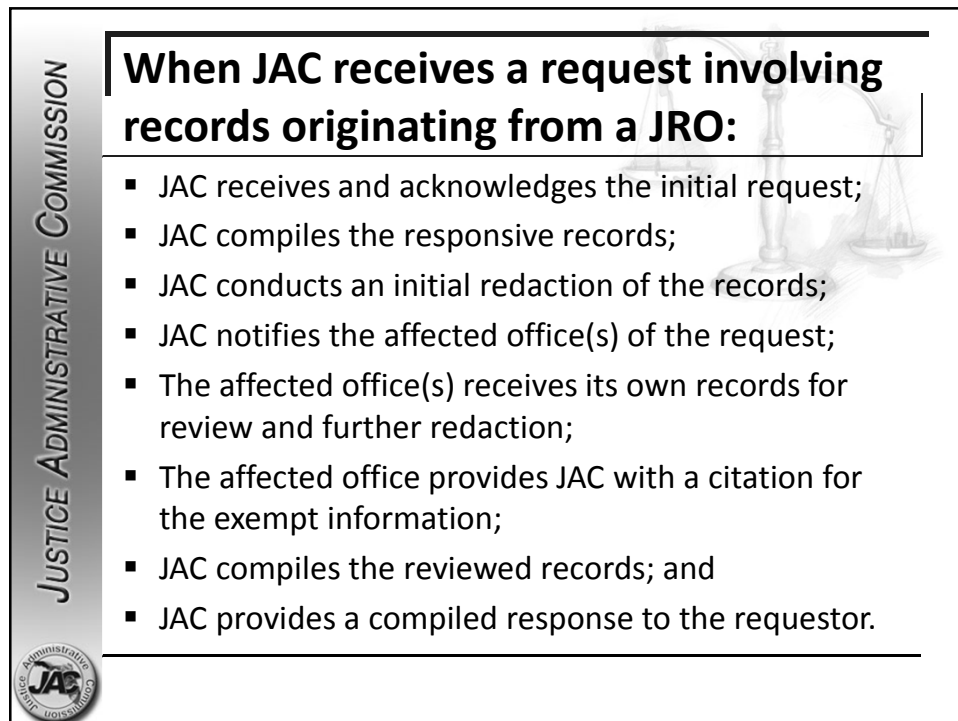
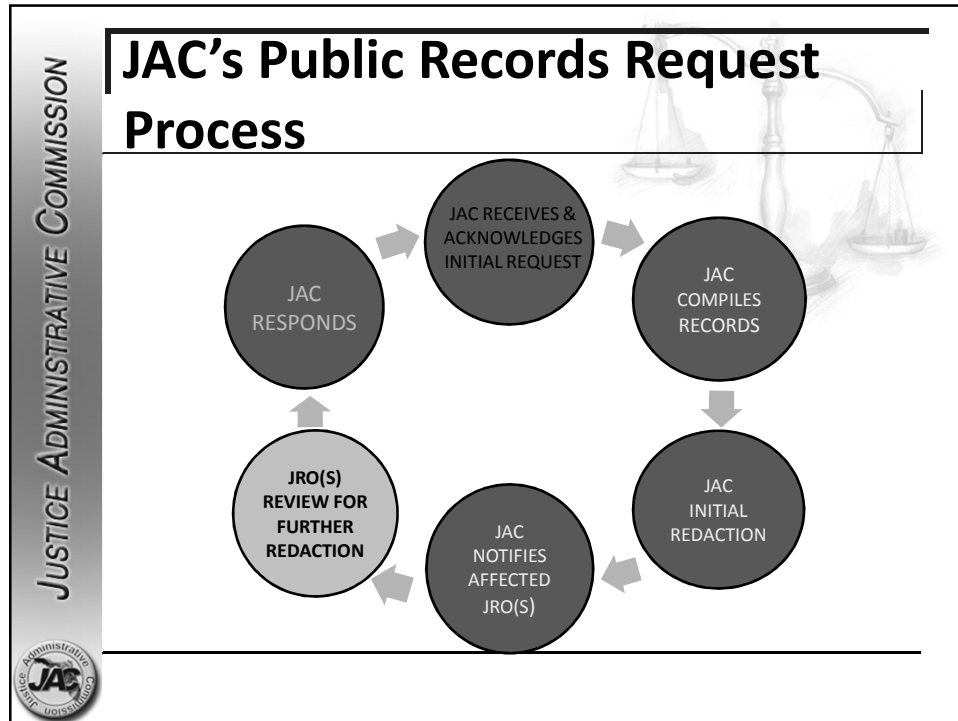



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JAC Receives Two Types of Requests from JRO's:

- **Requests for Information:** when an office JAC administratively serves requests its own information or records. Records are released without notification.
- **Public Records Requests:** when an office JAC administratively serves requests information OR records pertaining to another office JAC administratively serves. JAC will notify the offices affected of the request.





JAC's policy and the Offices of the State Attorney:

- When a public records request encompasses most or all of the 20 Offices of State Attorney, the person designated by the Florida Prosecuting Attorneys Association (FPAA) may request the complete response from JAC.
- The designee disseminates the complete response to the 20 Offices of the State Attorney.
- Each year, the FPAA confirms the designee with JAC.



JAC's policy and the Offices of the Public Defender:

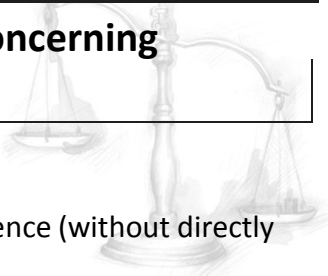

- When a public records request encompasses some or all of the 20 Offices of Public Defender, each office interested in the complete response is welcome to request a copy of the response from JAC.
- The request is treated as a public records request and all affected offices are notified.

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What JAC Can/Cannot do Concerning Public Records Requests

JAC Can

- Assist your office with correspondence (without directly addressing the requestor)
- Make readily apparent redactions confidential (e.g., Social Security Numbers, Bank Account Numbers) or exempt (e.g., Biometrics and Driver License Numbers)
- Notify affected offices with JAC's response for additional review.
- In no instances will any office served by JAC be charged for documents or use of resources.

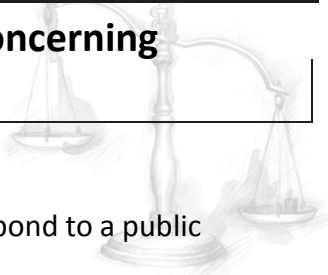




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What JAC Can/Cannot do Concerning Public Records Requests

JAC Cannot

- 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 JAC in response to a public records request made of your office
- Make additional redactions without a legal citation
- Alter or "correct" records in its custody if the records differ from JRO records



How You Can Help

- by being *specific* in your response to a notification concerning a public records request that affects your office
- by *providing the citation* when your office requests further redaction
- by *responding in the allotted time* provided in the notification email so JAC can respond in a reasonable time
- by *providing an alternative Public Records Contact*, should you be out of the office



Questions:

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