

BAY HAVEN CHARTER ACADEMY, INC. PUBLIC RECORDS POLICY

Legal requirements regarding public records held by Bay Haven Charter Academy, Inc. ("Haven") are governed by Chapter 119 of the Florida Statutes. In the event that any part of this Public Records Policy ever conflicts with Florida Statutes as they are subsequently amended, Haven shall act pursuant to statute. Chapter 119 provides Haven with discretion as to how it will fulfill its public records obligations regarding to certain issues. This Public Records Policy provides uniform policies regarding those issues and should be read together with Chapter 119 of the Florida Statutes.

Custodian of Public Records: Haven's Chief Financial Officer is the designated custodian of public records for Haven. The Chief Financial Officer may delegate the duties for maintaining and responding to public records requests to others as he or she sees fit.

Response Time to Public Records Requests: Response time will vary depending on the circumstances of the records requested and the workload and availability of staff. Haven will strive to produce records within two business days from the day of the request particularly when the request is for specific records (e.g. "the Board Packet from the October 5th Board Meeting" as opposed to "all records of personnel files for the 2018/2019 school year maintained by Haven"), only a few records are requested, the records are easy to locate and retrieve, and the records clearly do not contain material exempt from public disclosure requirements. Response times will be longer for other requests and will depend on factors such as the number of files that must be reviewed, the time required to locate and duplicate the records, the time required to determine the applicability of public records exemptions, and the time required to review the records for non-public information and to redact that information. Particularly large or complicated requests may require a response time of several weeks. Regardless of the request, Haven will always acknowledge the request promptly and respond to requests in good faith.

Inspection of Public Records: Public records may be inspected at Haven's administration office during normal business hours and under the supervision of the custodian of records or his/her designee. Inspection alone avoids copying fees, but all records requests will necessitate collection and review for exempt or confidential information which may result in a fee.

Copies of Public Records: The nature of some records requests will necessitate some copying with a resultant fee. For example, to process a request for many records requiring multiple days of processing, some records will be copied as located to the extent required to maintain the integrity of Haven's files. Another example is when the record is in use by Haven personnel who must continue to use it at the same time a person has requested to inspect it. Also, records that must be redacted generally may only be produced as a redacted duplicate.

Charges Associated with Public Records Requests:

Copies. For black and white copies not larger than 14 inches by 8.5 inches, copying fees shall be \$0.15 per page or \$0.20 per dual-sided page if dual-sided printing is available. Copying fees for other formats, such as color copies or copies larger than 14 inches by 8.5 inches shall be Haven's actual cost of reproduction. The requester may not remove records from Haven's administration office to copy them, or for any other reason.

Extensive requests. If the nature or volume of public records requested is such as to require extensive clerical or supervisory assistance, a special service charge shall be required in addition

to the actual cost of duplication. Extensive clerical or supervisor assistance means the time expended by Haven personnel in excess of fifteen (15) minutes to locate, review for non-public information, copy, redact and re-file the materials requested. The special service charge may apply even when only inspection has been requested.

Calculation of extensive requests. The special service charge will be computed to the nearest quarter of an hour exceeding 15 minutes based on the cost of wages and benefits of the lowest paid personnel who, in the discretion of the Chief Financial Officer, has the necessary skill and training to perform the request. The special service charge shall be in addition to the copying charge. If the request requires review by an outside vendor of Haven, for example, an attorney, then the cost shall be the fee charged by the vendor to Haven. For purposes of estimating the time to be expended, Haven shall estimate 2 minutes for each page of a document to be collected and reviewed, and redacted and copied if necessary. The first fifteen (15) minutes of work processing the public records request shall not be included in the special service charge and shall be attributed to the personnel who actually performed the first fifteen (15) minutes of work. Whenever it is likely that a special service charge will be required, Haven personnel shall inform the person requesting records of this likelihood and, to the extent possible, provide an estimate of the expected special service charge prior to providing the extensive clerical or supervisor assistance.

Billing for Public Records Requests:

Invoices. Whenever copying fees and any special service charge are estimated to exceed \$50.00, Haven shall provide a written invoice and require a deposit of the estimated charges prior to collecting, reviewing or copying responsive records. At the point Haven's actual cost nears or exceeds the amount of the estimated charges paid, Haven will stop work and provide another written invoice and updated estimate, resuming work when the additional funds are received to complete the work.

Deposit. Haven shall require advanced deposit of the full invoiced charges prior to collecting, reviewing or copying responsive records. If the estimated charge paid exceeds the actual charge, Haven shall issue a refund of any remaining deposit once the records request has been processed. Haven shall make reasonable efforts to require an additional deposit if the estimated or actual costs exceed the original deposit.

Records Provided Upon Payment in Full. Haven will not release records until the invoice(s) applicable for such request have been paid in full. Haven's failure to notify a requestor of additional charges shall not absolve the requestor from the obligation to pay for any charges in full prior to the release of the records. Haven will not undertake a requestor's subsequent request which requires extensive use of clerical or supervisory assistance until that requestor's outstanding invoices are paid in full.