


STATEMENT OF POLICY

**University of South Florida  
Library System/Tampa Library**

	Subject of Policy Statement	Effective Date	Policy Number	Last Revision
	Library Response to Public Records Requests	6/18/01	12-004	9/9/03
	Submitted by: Todd Chavez, Acting Director Technology & Technical Services Matt Guida, HR Manager		Date: 6/30/01	
	Director: Derrie Perez, Interim Dean, USF Library System			

**I. INTRODUCTION (PURPOSE AND INTENT)**

These public records include but are not limited to, “*any document, paper, letter, map, book, tape, photo, film, sound recording, or other material, regardless of physical form or characteristic (including email), made or received pursuant to law or ordinance or in connection with the transaction of official University business.*”

**II. STATEMENT OF POLICY**

- A) Anyone receiving a public records request should forward that request to the Dean’s office. Requests are typically written, but oral requests are possible.
- B) The Dean’s office will forward the request to the General Council. It is the General Counsel’s job to interpret the request and direct our compliance.
- C) When the Dean’s office is instructed by the General Counsel to comply (and how to comply), the Dean or her designee will direct individual staff as to the actions they need to take to comply with the request. Library staff should refrain from acting on a public records request until the Dean’s office has provided instructions.
- D) During the time in which we are complying with the public records request, it is common to have contact with any number of non-library agencies (e.g. the initiator of the request, newspaper reports, General Counsel staff, etc.). Contacts may include email, fax, telephone, in-person, or other written requests for additional information, clarification of information already provided and so forth. Those contacts should be referred to the Dean’s office.
- E) Finally, when all of the documents are collected by individual library staff who were directed to do so, those documents should be delivered to the Dean’s office. From there, the public records are forwarded to the General Counsel for review and their final delivery to the initiator of the public records request.
- F) Detailed summary of time spent processing the request.

**III. AUTHORITY**

Per USF Policy 0-106, “*It is the policy of the University of South Florida that all public records in University custody shall be open for inspection by any person, at reasonable times and under reasonable conditions...*”

**IV. APPROVAL**

- Approved for Library implementation pending final review by the Office of the General Counsel.
- Policy applicable to the Tampa Library alone is approved by the Tampa Library Directors.

**Tampa Library Directors**

Date 4/01

**Council of Library Directors**

Date 4/01

- The Council of Library Directors approves system-wide policies.

All policies are reviewed and approved by the Dean and the Office of the General Counsel.

<b>Dean</b>	Date	6/18/01
Forwarded to the Office of the General Counsel	Date	N/A
<b>Approved by the Office of the General Counsel</b>	Date	6/18/01