Purpose & Intent
To establish guidelines on how Public Records Requests are processed at the USF Tampa Library.

Statement of Policy
Working with USF General Counsel Office and following USF Policy 0-106 – USF System Records – Public Records Law Compliance and Record Confidentiality, the Library Administration Office will adhere promptly and equally to any such requests.

The definition of a “public record” includes, but are not limited to “any document, paper, letter, map, book, tape, photo, film, sound recording, data processing software or other material, regardless of physical form, characteristic, or means of transmission, which may include electronic mail, made or received pursuant to law or ordinance or in connection with the transaction of official USF System business.”

This may include business related records created, stored or transmitted through personal computers, laptops, tablets, personal e-mail accounts, smartphones and other mobile devices regardless of who owns the device or account.

Authority
Refer to:
- USF Policy & Procedures #0-001 Issuance of Policies and Procedures
- USF Policy & Procedures #0-106 – USF System Records – Public Records Law Compliance and Record Confidentially
- Florida Statutes 2016 – Chapter 119 – Public Records