



UNIVERSITY GUIDELINES ON DIRECTORY INFORMATION AND PUBLIC RECORDS REQUESTS

OVERVIEW.

Directory Information and Public Records requests will be made to the respective Data Steward. Public records request should be referred to Office of the General Counsel (OGC), the Florida State University. The University will adhere to the provisions of Chapter 119, Florida Statutes and University policy OP-F-5: PUBLIC RECORDS - UNIFORM CHARGES.

DATA STEWARD RESPONSIBILITIES.

Each Data Steward will be responsible for ensuring appropriate access to and release of data under his or her area of responsibility. *Data Stewards will ensure that all data is reviewed for compliance with the provisions of 119.071 General Exemptions from Inspection or Copying of Public Records. Please review <http://www.leg.state.fl.us/Statutes/ch0119/SEC119.071> for exemptions.

DATA STEWARD CONTACTS FOR DIRECTORY INFORMATION AND PUBLIC RECORDS REQUESTS.

For data requests related to: **Students admitted and not yet enrolled**

Data Steward Contact: Office of Admissions, A2500 University Center, Florida State University, Tallahassee, Florida 32306-2400; Admissions@admin.fsu.edu

For data requests related to: **Currently enrolled and former students**

Data Steward Contact: Office of the University Registrar, A3900 University Center, Florida State University, Tallahassee, Florida 32306-2480; Registrar@admin.fsu.edu

For data requests related to: **Current and former faculty and staff**

Data Steward Contact: Office of Personnel Services, A6100 University Center, Florida State University, Tallahassee, Florida 32306-2410; Personnel@admin.fsu.edu .

DIRECTORY INFORMATION REQUESTS REVIEW.

Internal Requests - These requests will be reviewed by the respective data steward office for compliance with Federal, State, and University policies and procedures. The requesting department or office will specify the legitimate need for the data in carrying out its assigned functions and responsibilities. This information will be used for legitimate internal operational needs only.

External Requests – These requests will be reviewed by the respective data steward office for compliance with Federal, State, and University policies and procedures. These requests will be limited to "Directory Information" (**without e-mail addresses**). Faculty, staff and students who have requested that their Directory Information not be released to third parties will be excluded from any and all lists released to external entities.

Florida State University defines Directory Information as:

Name

*Date of Birth

Permanent Address



Telephone Number (if listed)
Classification
Major Field of study
Participation in official University activities and sports
Weight and height of members of athletic teams
Date of attendance at the University
Degree, honors, awards received
The most recently attended educational institution

PUBLIC RECORDS REQUESTS.

Public records requests will be made to the respective Data Steward Contact in coordination with the Office of the General Counsel (OGC). The University will adhere to the provisions of Chapter 119, Florida Statutes and University policy OP-F-5: PUBLIC RECORDS - UNIFORM CHARGES. Please see: <http://policies.vpfa.fsu.edu/bmanual/publicrec.html>

PROCEDURES:

1. Requests for public records under Chapter 119, Florida Statutes may be made in person, over the telephone or in writing. A written request may not be required although it may be encouraged to prevent any misunderstanding about the nature or scope of the request.
2. Chapter 119 only requires that an opportunity be given to inspect and copy the requested documents.
3. Those requesting public records are assessed a charge of 15 cents per one-sided copy or 20 cents for each two-sided copy for paper copies. Other types of copies, such as tapes or diskettes, shall be charged at the actual cost of the materials plus any extensive use charges where applicable. All such charges, including any mailing or other transmission charges (e.g. facsimile), should be collected in advance before providing such copies. It is advisable to provide an estimate of the charges for the requesting party before beginning any copying.
4. Where extensive use of informational technology resources or extensive clerical or supervisory assistance by personnel of the University is involved, a charge equal to the cost incurred in addition to the duplication costs shall be imposed. The University has determined that the use of personnel or informational technology resources exceeding thirty minutes is considered extensive use and may be charged at actual cost. Data Steward Contacts should notify the Office of the General Counsel if requests are expected to exceed more than one (1) hour's time.

CONTENT. Some records, such as parts of student records, certain personnel and faculty evaluative records, medical records and others are considered confidential under law. All departments and divisions should ensure there is adequate oversight of public record requests so that an appropriate supervisor or the Office of General Counsel will be contacted for guidance when necessary as to possible confidentiality.



DEFINITIONS:

Data Steward. The Director (or designee) of an office or unit who serves as the functional owner of the files, reports or data sets from which information is being requested.

Public Records (as defined by Chapter 119, F.S.) Public records are all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, electronic mail or other material (regardless of physical form or characteristics) made or received pursuant to law or ordinance or in connection with the transaction of official business by an agency of the State of Florida.

Internal Entities. Internal entities are those offices, departments, and organizations with a direct affiliation with The Florida State University who have an "official university business" need for the data being requested. Examples include, but are not limited to: Academic Departments; Administrative Departments; Approved Auxiliary Departments; Approved Direct Support Organizations.

Not-for-Profit Entities. Organizations that have as their purpose a cause that is deemed to be beneficial to the function to the University community. (E.g. Campus Ministries, U.S. Armed Forces, Fraternal Organizations, etc.)

External Entities. External entities are those organizations, businesses, individuals or agencies not affiliated with The Florida State University. Examples include, but are not limited to: Banks; Housing Service Providers; Retail Establishments; Credit Card Companies; Telemarketing Organizations

OTHER APPLICABLE REFERENCES

OP-F-3 Records Management, Specific Authority, Florida Statutes Chapter 119 and 257

Florida Administrative Code Chapter 1B-11, 1B-24, 1B-26.003 and 1B-021

Florida Department of State Rules 1A-27.07 and 1A-21

OP-F-7 Safeguarding of Confidential Financial or Personal Identifying Information, Specific Authority, The Gramm-Leach-Bliley Act (GLB Act), 15 U.S.C. 6801, implemented by 16 CFR Part 314 and The Federal Trade Commission (FTC) Rule on "Standards for Safeguarding Customer Information"

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99