



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 2/16/15

Subject: Requests for Department Records

Section: FDJJ - 1910

Originating Office: Office of General Counsel

Authority: Chapter 119, Florida Statutes

Related References: Section 92.525, Florida Statutes
Section 985.04, Florida

Purpose: This policy sets forth the Department of Juvenile Justice's process for the request and production of public records.

Offices Affected by the Policy: All office within the Department of Juvenile Justice (DJJ) and any parties requesting public records from the Department.

POLICY STATEMENT:

- All records, except those regarding juveniles, in the custody of the Department of Juvenile Justice or its agents, employees, or contractor are public records, unless otherwise, exempt, pursuant to Chapter 119, Florida Statutes.
- Any person may request a copy or to view a public records. The requestor does not have to put the request in writing or state the reason for the request.
- The Department of Juvenile Justice (DJJ) Public Records Coordinator shall receive and coordinate request for public records, including maintain a record of how requests are processed.
- The Public Records Coordinator shall respond to a requestor with an estimate of the cost of producing a voluminous public record for duplication or review including a deposit amount to be paid to DJJ prior to the compiling of the record. Governmental entities such as city, county, state or federal government agencies and elected or appointed government officials shall be provided, free of charge, one complete copy of any department record.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.