

DIXIE DISTRICT SCHOOLS

Public Records Procedures

All public records subject to and not exempt from disclosure pursuant to Florida Statutes shall be available for inspection or copying during normal office hours at the District Office in which records are maintained under procedures established by the Superintendent in accordance with applicable law. The Assistant Superintendent is the Custodian of Public Records. Submit a records request via email to: PublicRecords@dixie.k12.fl.us

Public records requests are satisfied in the order in which they are received. They are fulfilled, according to statute, in a timely manner. The only delay is that which is reasonably necessary to allow the district to compile the requested records and protect against disclosure of those records or portions of records that are confidential and exempt.

Charges for copies of public records not exceeding 8 1/2 X 14 shall be 15 cents for each one sided copy or 20 cents for each two sided copy, unless a different fee is otherwise prescribed or permitted by Florida Statutes.

A one dollar (\$1.00) fee shall be assessed for a certified copy of a public record. The School Board of Dixie County may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both.

An exemption contained in this chapter or in any other general or special law shall not limit the access of the Auditor General, the Office of Program Policy Analysis and Government Accountability, or any state, county, municipal, university, board of community college, school district or special district internal auditor to public records when such person states in writing that such records are needed for a properly authorized audit, examination, or investigation. Such person shall maintain the exempt or confidential status of that public record and shall be subject to the same penalties as the custodian of that record for public disclosure to such record.

If the person requesting information does not want to submit a written request via email, they may visit the district business office at 823 SE 349 Hwy. Old Town, Florida.