

## **Public Records Requests**

Public records: Section 119.011(11), F.S., defines "public records" to include: all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Public records include any hard copy or electronic copies of records made or received by any public agency in the course of its official business. Records such as policies, program results, computer records, emails, social media and text messages are all available for inspection unless specifically exempted in state statute.

All ELC records classified as public records are open and available for inspection by any person unless otherwise specified by law. Responsibility for processing public request and the safeguarding of records is within the ELC Communications Department.

Confidential information: Records or portions of records to which a specific statutory exemption applies making such records confidential and exempt from public disclosure. i.e. social security numbers, medical records, personally identifiable information, protected personally identifiable information, confidential records, etc. In accordance with s. 1002.97, F.S., the individual records of children enrolled in School Readiness (SR) program provided under s. 1002 Part VI, F.S., are confidential and exempt from provision of s. 119.07 (1), F.S., and s. 24(a), Article I of the State Constitution. In accordance with s. 1002.72, F.S., the personally identifiable records of children enrolled in the VPK program provided under s. 1002.53, F.S., and any personal information contained in those records are confidential and exempt from s. 119.07(1), F.S., and s. 24(a) Article I of the State Constitution.

Parents of SR and VPK children are afforded the right to inspect and review the individual SR and VPK records of their child and copies of said records will be provided to parents upon request.

Pursuant to 2 CFR S 200.336, access to records will be provided to OEL, the Federal Health and Human Services (HHS) Agency, the comptroller General of the United States or any of their duly authorized representatives.

Request regarding inspection and/or copies of public records maintained by the Early Learning Coalition of Miami-Dade/Monroe counties may be made to:

**Early Learning Coalition of Miami-Dade/Monroe  
Communications Department  
2555 Ponce de Leon Blvd., Suite 210  
Coral Gables, FL 33134  
305-646-7220**

Requests may be submitted in person, by phone, electronically, in writing, or by contacting the ELC Communications Department, and must describe the specific query items being requested. Requests for exempted records will not be approved and the requester will be provided the basis for why the release

of records was denied. The ELC will only provide those records which it maintains and will not generate new forms or records if the requested information is not already included in records made or received as part of its operations.

Requestors will may be charged the cost of duplication and in the event that the data is not readily available and/or requires additional manipulation to satisfy the request, a special service charged in addition to the cost of duplication. A list of fees charged is available and will be provided upon request.