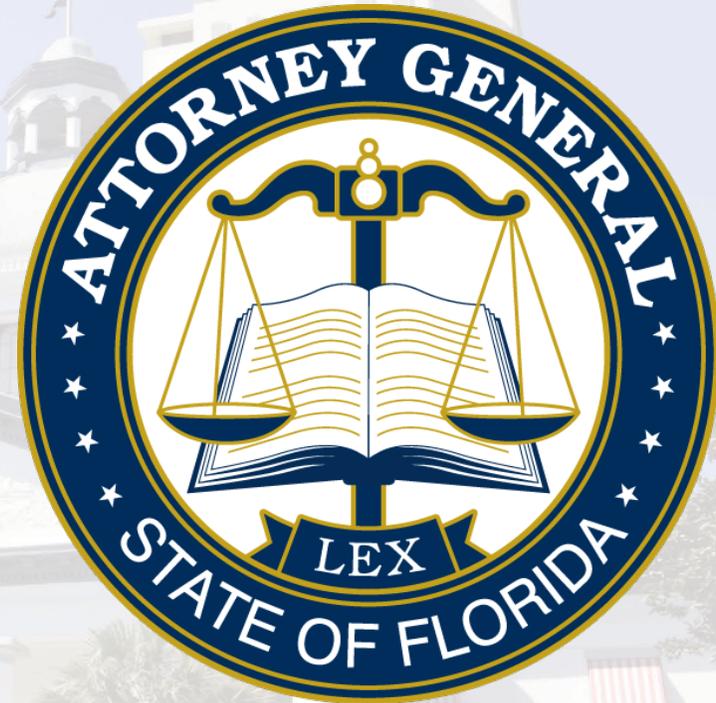


# Open Government Overview



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Special Counsel for Open Government  
Attorney General Ashley Moody

# SUNSHINE LAW

Florida's Government in the Sunshine Law provides a right of access to governmental proceedings at both the state and local levels. In the absence of statutory exemption, it applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.



# SCOPE OF THE SUNSHINE LAW

Board members may not engage in private discussions with each other about board business, either in person or by telephoning, emailing, texting or any other type of electronic communication (i.e Facebook, blogs).



# SCOPE OF THE SUNSHINE LAW

While an individual board member is not prohibited from discussing board business with staff or a nonboard member, these individuals may not be used as a liaison to communicate information between board members. For example, a board member cannot ask staff to poll the other board members to determine their views on a board issue.



# SCOPE OF THE SUNSHINE LAW

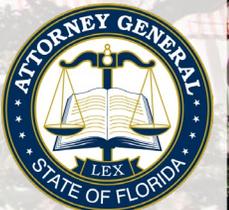
There are three basic requirements:

1. Meetings of public boards or commissions must be open to the public
2. Reasonable notice of such meetings must be provided; and
3. Minutes of the meetings must be prepared and open to public inspection.



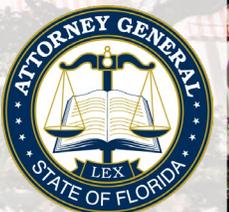
# SCOPE OF THE SUNSHINE LAW

The Sunshine Law applies to advisory boards created pursuant to law or ordinance or otherwise established by public agencies or officials.



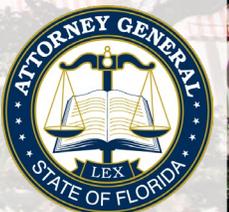
# SCOPE OF THE SUNSHINE LAW

- Staff meetings are not normally subject to the Sunshine Law.
- However, staff committees may be subject to the Sunshine Law if they are deemed to be part of the “decision making process” as opposed to traditional staff functions like factfinding or information gathering.



# SCOPE OF THE SUNSHINE LAW

- Only the Legislature may create an exemption from the Sunshine Law (by a two-thirds vote). Exemptions are strictly construed.
- An exemption from the Public Records Law does not allow a board to close a meeting. Instead, a specific exemption from the Sunshine Law is required.



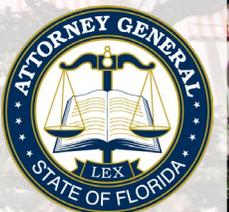
# BOARD MEETINGS

While boards may adopt reasonable rules and policies to ensure orderly conduct of meetings, the Sunshine law does not allow boards to ban nondisruptive videotaping, tape recording, or photography at public meetings.



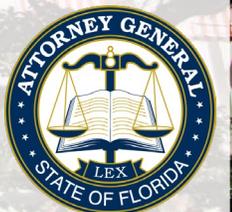
# BOARD MEETINGS

Section 286.0114, F.S., provides, subject to listed exceptions, that boards must allow an opportunity for the public to be heard before the board takes official action on a proposition. The statute does not prohibit boards from “maintaining orderly conduct or proper decorum in a public meeting.”



# PENALTIES

- a) Civil action
- b) Criminal penalties
- c) Suspension or removal from office



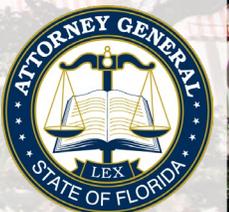
# PUBLIC RECORDS LAW

- Florida's Public Records Act, Chapter 119, Florida Statutes, provides a right of access to records of state and local governments as well as to private entities acting on their behalf.
- If material falls within the definition of "public record" it must be disclosed to the public unless there is a statutory exemption.



# THE TERM “PUBLIC RECORDS” MEANS:

- a) 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” **(includes electronic communications like text messages, and emails, whether on government or private devices or accounts);**
- b) Made or received pursuant to law or ordinance or in connection with the transaction of official business;
- c) By any agency [including a private entity acting ‘on behalf of’ a public agency] The term “agency” includes public officials and employees.;
- d) Which are used to perpetuate, communicate, or formalize knowledge



# PUBLIC RECORDS DISCLOSURE AND RETENTION

Once a record meets all four of the preceding criteria and qualifies as a “public record” it is subject to public disclosure, unless there is a statutory exemption. All public records (including those on private devices) must be retained in accordance with the retention schedules approved by the Department of State.



# PROVIDING PUBLIC RECORDS

- a) Public records cannot be withheld at the request of the sender
- b) A requestor is not required to show a “legitimate” or “noncommercial interest” as a condition of access
- c) A request cannot be denied because it is “overbroad”
- d) Unless authorized by another statute, an agency may not require that public records requests be in writing or require the requester to identify himself or herself



# PROVIDING PUBLIC RECORDS

- The Public Records Act does not contain a specific time limit (such as 24 hours or 10 days).
- The Florida Supreme Court has stated that the only delay in producing records permitted under the statute is the reasonable time allowed the custodian to retrieve the record and redact those portions of the record the custodian asserts are exempt.



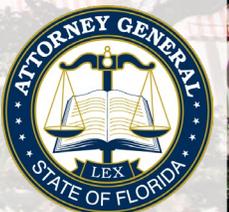
# PROVIDING PUBLIC RECORDS

- An agency is not required to comply with a “standing” request for records that may be created in the future.
- An agency is not required to answer questions about the public records (other than information on how to obtain them, like the cost)
- An agency is not required to create a new record



# FEES

Chapter 119 authorizes the custodian to charge a fee of up to 15 cents per one-sided copy for copies that are 14 inches by 8<sup>1/2</sup> inches or less. An additional 5 cents may be charged for two-sided copies. For other copies, the charge is the actual cost of duplication of the record. Actual cost of duplication means the cost of the material and supplies used to duplicate the record but does not include labor or overhead cost.



# FEES

In addition to the actual cost of duplication, an agency may impose a reasonable service charge for the actual cost of extensive labor and information technology required due to the large volume of a request.



# RETENTION

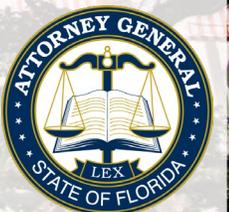
All public records must be retained in accordance with retention schedules approved by the Department of State

**Even exempt records must be retained.**



# PENALTIES

- a) Criminal penalties
- b) Civil action
- c) Attorney's fees



# ADDITIONAL RESOURCES

Office of the Attorney General website: [myfloridalegal.com](http://myfloridalegal.com)

Contact Pat Gleason at  
[pat.gleason@myfloridalegal.com](mailto:pat.gleason@myfloridalegal.com)

Phone: 850-245-0140

