

Public Records and Orange County Communications

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General

How can I access the resources cited in the training?

You can access all resources on the internet. Here is the list of websites:

Resource	Website
Florida Constitution	http://www.leg.state.fl.us/Statutes/index.cfm?Mode=Constitution&Submenu=3&Tab=statutes&CFID=185646794&CFTOKEN=60650624/
Florida Statutes	http://www.leg.state.fl.us/Statutes
Florida Attorney General	http://www.myflsunshine.com/
Government in the Sunshine Manual 2012	http://www.myfloridalegal.com/sun.nsf/sunmanual
First Amendment Foundation	http://www.floridafaf.org/

Public Records (Chapter 119)

What should I do if I receive a Public Records request?

If you receive a public records request, contact your Orange County Staff Liaison for guidance.

Who should I contact if I have questions about public records exemptions?

Any questions relating to public records exemptions can be directed to the County Attorney's Office or to the legal counsel to your advisory board.

Sunshine Law (Chapter 286)

Does Sunshine Law apply to meetings I have with members of other Advisory Boards?

No, the definition of a meeting under the Sunshine Law is any gathering of two or more members of the **same board** where public business might occur or when discussing matters that may come before the board.

Communications

How could I lose my privacy if I use my personal device for conducting Orange County business?

When the County receives a public record request for information, we must provide the public records in response to that request. This may include County business transacted on a personal mobile device.

When you perform County business on your personal mobile device, that matter may result in a

request to inspect your personal mobile device or its contents, thereby placing in jeopardy the privacy of all communications, even those that do not meet the definition of “public record” under the Public Records Law.

What about email?

The County retains a copy of all email sent or received through County system. Therefore, board members should provide a copy of all board-related emails to your County staff liaison. The County also recommends that all advisory board members establish a separate email account to use for County business only so that you do not commingle your personal and county-related email.