



Public Records Request Form

General Information:

- All public records requests are subject to Florida State Statute Chapter 119.07.
- The custodian of Miami Dade College’s personnel records is the Vice Provost of the Division of Human Resources or designee.
- Requests are honored at 11011 SW 104 Street, Room 1107, Miami, Florida 33176.
- Requests for public records under Chapter 119, Florida Statutes may be made in person, over the telephone or in writing. This written request form is encouraged to prevent any misunderstanding about the nature or scope of the request.
- Public records are subject to MDC Procedure 2106 – Personnel Records/Limited Access.
- Copies shall be furnished upon payment of fees prescribed by Florida Status Section 119.07, (currently \$.15 per single sided copy; \$.20 per double sided copy).

Request to Examine Records:

- The records will be made available for inspection under reasonable conditions which may include supervision of inspection by the Records Custodian or designee.
- In cases in which the College employs more than one person using the same name, the requestor must provide other information specific to the identification of the individual record he/she wishes to inspect or copy.

Request for Employee Data:

- The College will produce the requested records within a reasonable amount of time subject to the nature or volume of the records requested.

Under the provisions of Florida State Statute Chapter 119.07, the requestor wishes to request personnel data for:

Other Pertinent Information:

** While this information is requested to conduct the business of mailing requested document copies or scheduling records inspections appointments, the requestor may decline providing this information. In such cases, it shall be the requestor’s responsibility to schedule an appointment time with the Records Custodian or designee.*

Name of Requestor *

Company (If applicable) *

Street Address *

City *

State *

Zip *

Telephone Number *

Email Address *

Original: Records Custodian
 CC: Employee File, if applicable
 Requestor