



Public Records Exemption Request Form & Procedures

Eustis City Commission
November 6, 2025



Purpose of Discussion

- Establish a standardized Public Records Exemption Request Form and administrative procedures.
- Implement updated confidentiality protections under Senate Bill 268 (2025) and §119.071(4)(d), F.S.
- Ensure legal compliance, consistent processing, and staff accountability.

Objective: Staff seeks Commission direction to bring forward a resolution and form for adoption and use by City personnel.



Legal Framework

Key Authorities:

- §119.071(4)(d), Florida Statutes – Protects personal information of certain officials, employees, and family members.
- Senate Bill 268 (2025) – Expands exemptions to include additional categories and elected officials.
- Article VII, §10, Fla. Const. – Ensures protection of public purpose and limits disclosure of personal data.

The City must adopt a standardized process to comply with these requirements.

Why This Is Needed

- State law requires municipalities to safeguard certain personal details (addresses, phone numbers, birth dates, etc.).
- The City currently lacks a formalized process to document exemption requests.
- Adoption ensures compliance, consistency, and transparency in handling confidential data.

This framework protects employees, officials, and their families while maintaining open access for the public.

What the Form and Procedures Do

- Provide a uniform, statutorily compliant process for exemption requests.
- Verify eligibility and ensure all statutory criteria are met.
- Maintain public transparency by clarifying which contact information remains available.
- Record and retain all exemption forms within the Clerk's secure system.

Together, these steps strengthen legal compliance and administrative efficiency.

Benefits of Adoption

- ✓ Ensures statutory compliance under §119.071(4)(d), F.S.
- ✓ Protects the personal safety of officials and staff.
- ✓ Promotes fairness and consistency across departments.
- ✓ Maintains transparency for public communications.
- ✓ Reduces risk of unintentional disclosure or inconsistent application.

Requested Commission Direction

Staff requests Commission direction on:

1. Authorizing staff to bring forward a resolution adopting the Public Records Exemption Request Form and procedures.
2. Directing implementation through the City Clerk's Office.

This policy ensures transparency, accountability, and compliance with Florida's Public Records Law. It protects the City's employees, elected officials, and their families while maintaining public confidence.

Staff Recommendation: Commission consensus to bring forward a resolution and form for consideration.

Questions?

