



City of Eustis

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TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: November 6, 2025

RE: Direction to Proceed with Development and Adoption of a Public Records Exemption Request Form and Procedures Pursuant to Senate Bill 268 (2025) and §119.071(4)(d), Florida Statutes

Introduction

Staff requests Commission direction to proceed with the creation of a standardized Public Records Exemption Request Form and corresponding administrative procedures to implement recent legislative updates enacted by Senate Bill 268 (2025), codified in Section 119.071(4)(d), Florida Statutes.

The form and procedures will establish a uniform process for City employees, elected officials, and qualifying individuals to request confidentiality of personal identifying information that is exempt from disclosure under Florida's Public Records Law. The action ensures City compliance with updated statutory protections, promotes consistency across departments, and strengthens the protection of sensitive personal data for those who serve the public.

Background

Senate Bill 268 (Chapter 2025-195, Laws of Florida) significantly expands existing confidentiality protections for certain public officers and employees. The law now protects the partial home addresses and telephone numbers of current congressional members and public officers — including mayors, city commissioners, city attorneys, and other municipal officials — as well as those of their spouses and adult children.

Additionally, the law maintains existing exemptions for the names, home addresses, telephone numbers, and dates of birth of minor children, and the names and locations of schools or day care facilities attended by those children.

Agencies such as municipalities are now responsible for maintaining these exemptions only upon receipt of a written and notarized exemption request from the eligible individual or their employing agency. The City must therefore adopt a standardized form and process to ensure that all requests are properly verified, documented, and securely retained in accordance with statutory requirements.

Currently, the City handles exemption requests on an informal basis. Establishing a uniform, Clerk-administered procedure will ensure that exemptions are processed fairly and consistently while reducing the risk of unintentional disclosure or inconsistent application.

Purpose and Intent

The proposed Public Records Exemption Request Form will:

- Establish a single, statutorily compliant method for requesting and documenting confidentiality.
- Require notarized certification of eligibility under §119.071(4)(d), F.S., including identification of whether the request is for the official, their spouse, or adult or minor child.
- Provide guidance for the City Clerk's Office to securely maintain, track, and update exemption records.
- Clarify the duration of confidentiality, procedures for release or expiration, and responsibility for updating exemption status upon job change or relocation.

The accompanying administrative procedures will detail:

- Verification steps for eligibility and completeness of exemption requests.
- Secure handling and retention of exemption records.
- Annual review protocols and staff training to ensure consistency.

This framework will help protect public officials, employees, and their families from harassment or misuse of personal information while preserving public transparency for non-confidential data.

Recommendation

Staff recommends that the City Commission direct staff to proceed with:

1. Development of a standardized Public Records Exemption Request Form compliant with SB 268 and §119.071(4)(d), F.S.;
2. Preparation of administrative procedures to be administered through the City Clerk's Office; and
3. Return to the Commission with a resolution adopting the final form and procedures for official City use.

This direction authorizes staff to prepare the required materials for Commission consideration. No policy, ordinance, or fiscal obligation will be adopted at this time.

Fiscal Impact

There is no significant fiscal impact associated with this action. Minor administrative and notary-related costs will be absorbed within the existing City Clerk's Office operating budget. Implementation may produce long-term efficiency savings through consistent handling and reduced risk of noncompliance.

Public Benefit

This action promotes transparency, accountability, and legal compliance while protecting the personal privacy and safety of City officials, employees, and their families. It ensures the City's adherence to state law and reinforces public trust in how confidential information is handled under the Public Records Act.

Business Impact Estimate

Not Applicable - This action does not enact an ordinance, regulation, or resolution that directly affects business operations. It pertains solely to administrative processes for public records management.

Attachments

Public Records Exemption Request Presentation (November 6, 2025)

Senate Bill 268 (Chapter 2025-195, Laws of Florida)

Section 119.071, Florida Statutes

Prepared By

Sasha Garcia, City Attorney

Reviewed By

Tom Carrino, City Manager