

EXHIBIT A



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

Certification of Public Records Search *Pursuant to Chapter 119, Florida Statutes*

Public Records Request Number (PRR#): _____
Requester Name (if known): _____
Date Request Received: _____
Subject of Request: _____
Search Dates/Scope: _____
Copy of Request Provided to Requestee? Yes ☐ No ☐
Date Provided: _____
Requestee Name: _____

CERTIFICATION

I, the undersigned Requestee, hereby certify the following in response to the above-referenced public records request:

1. I conducted a good-faith, diligent search of all personal communication devices and personal accounts that may have been used for official City business, including but not limited to mobile phones, tablets, email accounts, social media forums and messaging applications.
2. Search Results: [*select one*]

☐ *No responsive records located.* I found no records related to official City business that are responsive to this request.

☐ *Responsive records located.* I located one or more public records that may relate to official City business, and I have transmitted copies of such records to the City Clerk for review, retention and potential production.
3. I understand that any record “made or received in connection with official City business,” regardless of device or account used, may constitute a public record under Florida law and is subject to disclosure unless an exemption applies.
4. I acknowledge that I may not delete any record related to official City business until the City Clerk confirms that retention requirements under applicable State schedules (e.g., GS1-SL) have been met.

5. I understand that this certification does not authorize the City to access my personal device. I am solely responsible for conducting the search and providing responsive public records to the Clerk.
6. I affirm that the information provided herein is true and correct to the best of my knowledge.

Requestee Signature: _____

Printed Name: _____

Date: _____