



# City of Eustis

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TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: December 9, 2025

RE: Resolution Number 25-101: Adoption of Public Records Exemption Request Form and Administrative Procedures

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## **Introduction**

Florida Senate Bill 268 (2025) and Section 119.071(4)(d), Florida Statutes, expand public records exemptions for elected officials, government employees, and their family members. These changes allow individuals to request redaction of specific personal information, including home addresses (with partial address rules for elected officials), personal telephone numbers, dates of birth, photographs, and information related to spouses and children.

To ensure compliance with state law and provide consistent processing of exemption requests, staff has developed a Public Records Exemption Request Form, Appendix A – Plain Language Guide to Exemptions, and Administrative Guidance and Quick Reference Checklist for the City Clerk's Office.

## **Background**

Section 119.071(4)(d), Florida Statutes, provides numerous categories of public officers and employees whose personal information is exempt from disclosure. SB 268 (2025) expanded these protections—most notably clarifying the rules for elected officials, including partial address redaction and limitations on disclosure of personal telephone numbers unless voluntarily authorized.

The City of Eustis must maintain uniform procedures to process exemption requests, protect confidential information, and ensure disclosure of municipal contact numbers where required. A standardized form and guidance will ensure compliance, consistency, and transparency.

## **Recommendation**

Staff recommends the City Commission adopt Resolution 25-101, thereby approving and implementing:

1. The Public Records Exemption Request Form;
2. Appendix A – Plain-Language Guide to Exemptions; and
3. The City Clerk's Office Administrative Guidance and Quick Reference Checklist.

## **Fiscal Impact**

Minimal. Any printing or administrative processing costs can be absorbed within current Clerk Office resources.

**Business Impact Estimate**

Not Applicable.

**Attachments**

Resolution Number 25-101

Public Records Exemption Request Form, Appendix A, and Administrative Guidance

**Prepared By**

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**Reviewed By**

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