



Facility Level Records Request Steps

Should someone come in to your facility to make a public records or a records request please follow these steps to ensure proper and consistent handling of a request.

Note: Even if you have the records on site, please contact Casey Piquero in Government and Community Relations.

Definition of a public record:

Any document produced or used during the course of a normal business day.

Definition of an educational record: *Any document, which is directly related to a student and that is maintained by an educational agency.*

Board Policy: [Policy 8310 - Public Records](#) Board Policy: [Policy 8330 - Student Records](#)

- If asked for a record** – define whether it is a public record or an educational record.
- State** *“I am not the Custodian of Records, but I will ensure the person responsible for the fulfillment receives this request”*. If asked who is or who will handle, please inform the requestor, *“Casey Piquero, in Government and Community Relations will be able to help with your request.”* By stating this, you are acknowledging the request and informing them who will be handling it.
- Get as much contact information as the requestor is willing to give (please see Request Form) [PRR Form](#)
- Thank the requester** and reiterate to this person you will forward the request to Casey Piquero in Government and Community Relations. If they wish to contact directly give them the following information: recordsrequest@BrevardSchools.org or they may call 321-633-1000 ext.453.
- Do not offer any commentary about the records being sought.** Neither confirm or deny the existence of the records to the individual. If the requestor insists on obtaining records immediately, inform them again, *“I am sorry but, I am not the Custodian of Records, but I will ensure the person responsible for the fulfillment of this request receives your request.”* Any further communication regarding your request will need to be directed to Casey Piquero in Government and Community Relations.

Please note: The requester does not have to give you anything in writing; not a name or any contact information or what they are requesting; everything can be done verbally and if this is the case, it will then be up to you to write it down for the requester- - explaining to them providing it in written form will help ensure no confusion for the Custodian of Public Records. Explain by us obtaining this contact information and materials requested, it will help us to expedite getting the requestor the information as quickly as possible. If the requester does not wish to leave any contact information ask them how they would like to be contacted or do they wish to check back with you or they may check in with Casey Piquero in Government and Community Relations recordsrequest@BrevardSchools.org or they may call 321-633-1000 ext.453.