

Policy

Any member of the public may request to inspect or obtain copies of public records from Children's Services Council of Broward County (CSC) during regular office hours Monday through Friday 8:30am until 5:00pm in person, verbally over the phone, in an email or in writing. The requestor does not have to give their name or explain the reason for the request. There may be a fee associated with responding to the request as allowed by law. If so, CSC will provide advance notice of such fees as well as payment instructions.

All CSC records, unless exempted by state or federal law, are public records. "Public Records" means all documents papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other materials, made or received in connection with the official business of CSC.

Florida Statute 119.01, referred to as the Florida Sunshine Law, governs the public's right to inspect and obtain copies of public records. The Office of the Attorney General's Government-in-The-Sunshine Manual contains additional helpful information, including summaries of what exemptions apply to public records requests.

Many recent CSC records are available to the public online 24/7 at CSC's website www.cscbroward.org, including, but not limited to:

- CSC Board meeting materials
- Requests for Proposals, Qualifications or Letters of Intent
- Annual Reports
- Comprehensive Annual Financial Reports (CAFR)
- Information about project activities, outcomes, events and partnerships

When submitting a request for public records, please carefully consider the information that will be most useful in the response. Very broad requests may take longer to fulfill and may incur higher fees.

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In order to assist CSC in providing the best response to your request, please provide a clear, concise description of the records you are seeking, avoiding abbreviations or acronyms when possible. For requests for email searches, please include the following if possible:

- Date range for the requested messages
- Names or titles of email accounts you would like searched
- Keywords to use in a search.

Responses to public records requests will be provided within a reasonable timeframe that would be expected under normal conditions, with due consideration for time needed to handle confidential or exempt records.

To submit a request online, [click here](#).

To place a request by phone, call: 954-377-1000