



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Kathleen A. Smith
Public Defender
Brian Haas
State Attorney

MEMORANDUM 023-19HR

TO: Agency Administrators
FROM: Carolyn Horwich, Esq., Director of Human Resources
THROUGH: Rip Colvin, Executive Director
SUBJECT: Public Records Exemption Form
DATE: July 8, 2019

The Florida Legislature made changes to Ch. 119, F.S., during the 2019 legislative session. Consequently, the Justice Administrative Commission ("JAC") has revised its Public Records Exemption Form to reflect the statutory changes. Although agencies administratively served by the JAC process their employees' Public Records Exemption Form in People First, we wanted to share with you JAC's revised form as an example. Forms for your employees do not need to be sent to JAC.

As a reminder, the purpose of the Form is to determine which, if any, of the available privacy flag boxes to check in People First on the employee's Personal Information page. Examples of which type of employee might fall within each option are shown below in red:

Effective Date	<input type="text" value="08/06/2018"/>	End Date	<input type="text" value="12/31/9999"/>
Title	<input type="text"/>	First Name	<input type="text" value="REDACTED"/>
Middle Name	<input type="text" value="A"/>	Last Name	<input type="text" value="REDACTED"/>
Suffix	<input type="text"/>	Nickname	<input type="text"/>
Full Name	<input type="text" value="REDACTED"/>	Gender	<input type="text" value="2 - Female"/>
Date of Birth	<input type="text" value="REDACTED"/>	SSN	<input type="text" value="REDACTED"/>

Sworn/Certified
 Restricted Employee
 Restricted Relative
 Protected Identity
 Publish Nickname
Investigators
APDs, ASAs, GAL
Judge's spouse or child
Holder of current Order of Protection

Please do not hesitate to contact JAC staff should you have any questions.

Thank you.

The Justice Administrative Commission administratively serves the offices of State Attorney, Public Defender, Criminal Conflict and Civil Regional Counsel, Capital Collateral Regional Counsel, and the Statewide Guardian ad Litem Program; and provides compliance and financial review of court-appointed attorney and due process costs bills.