



SUMTER COUNTY SCHOOL BOARD

“Preparing the next generation today”

Public Records – Contract Addendum

Addendum to Contract: _____

Dated: _____

Public Records. Contractor shall keep and maintain public records that ordinarily and necessarily would be required by the Sumter County School Board in order to perform the services being provided by Contractor herein. Contractor shall provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes.

Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

Upon completion of the contract, Contractor will transfer, at no cost, to the Sumter County School Board all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Sumter County School Board upon request from the Sumter County School Board’s custodian of public records, by Contractor in a format that is compatible with the information technology systems of the Sumter County School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Dana Williams Sr. Director Human Resources & Administrative Services

(352) 793-2315 ext. 50205

Dana.Williams@sumter.k12.fl.us

2680 WCR 476

Bushnell, FL 33513

Name : _____

Signature: _____

Date: _____