



Public Access to Records Policy

(Contract Requirement 1.C.7)

Adopted: January 5, 2023

Although the Coalition does not fall under the Florida Government in the Sunshine statutes, by contract we must outline its public access to records in writing.

Public Access to Records Policy

The Broward County Healthcare Coalition (BCHC) ensures the public has access to our records as appropriate. Information open to the public is also posted on the website at www.bchconline.com

Requests for such records may be made electronically, by mail or by calling the BCHC office. In the event copying of such records is necessary there will be a minimum administrative cost of \$.25 per copy.

The records will be provided in a timely manner (within two weeks of receipt of request) by the Executive Director. If access must be denied, this must be approved by the Executive Director and Board Chair, and the person requesting the access will be notified in writing of the denial and the reason of the denial.

Public Access to Records Procedure

Records related to BCHC's state contract are open to the public. If a request occurs, BCHC will follow the procedure below:

- 1.) Requests received will be managed by the Executive Director.
- 2.) The Executive Director will maintain an electronic file of request received and responses.
- 3.) The Executive Director will respond to requests within two weeks of date of receipt.
- 4.) If the Executive Director feels a request is inappropriate, a request will be sent to the BCHC attorney for a determination.
- 5.) If the attorney determines the request is inappropriate, a letter will be prepared stating the reason for denial, for signature by the Executive Director and Board Chair. If the attorney determines the request is appropriate, the Executive Director will provide the records requested.