Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

INTEROFFICE MEMORANDUM

**ACTION
HSES 10-003**

DATE: April 23, 2010

TO: County Health Department Directors/Administrators
Environmental Health and Engineering Directors

FROM: Lisa Conti, D.V.M., M.P.H, Dipl. ACVPM, CEHP
Director, Division of Environmental Health

SUBJECT: Exemption from public record disclosure

**ACTION
REQUIRED:** Review and implement   **DUE DATE:** June 1, 2010

Certain records and information maintained by the Department are statutorily exempt from public record disclosure. For example, Section 39.908, F.S., establishes that information about the location of domestic violence shelters and facilities is confidential and exempt from Section 119.07. In addition, Section 119.071(4), F.S., specifies that the demographic information of certain current and former public employees and their families is exempt from public disclosure. Persons exempt under 119.071, F.S., must submit a written request for maintenance of the exemption to the custodial agency.

In order to comply with these public record exemption provisions, the Environmental Health Database (EHD) has recently implemented a "non-public indicator" option for facilities and contacts for all programs except OSTDS Construction. The next release (version 1.7), scheduled for late April, will provide an application-based exemption for OSTDS Construction records. The creation of these new "non-public record" fields will allow Division and County Health Department (CHD) staff to write reports for the public that will not include this exempt information.

In order to ensure compliance with the public record exemption, you must check the "non-public indicator" box for all domestic violence shelter facilities and for individuals that have requested exemption. Please note that CHD staff will need to mark all non-public records within EHD and will need to modify any CHD-specific reports intended for the public. Attached are instructions on how to use the non-public indicator in EHD.

Please contact Kara Loewe at (850) 245-4070 or by email at Kara_Loewe@doh.state.fl.us or your program consultant with any questions.

Attachment

**DIVISION OF
Environmental Public Health**

Core Public Health at Your Service
Bureau of Onsite Sewage Programs
4052 Bald Cypress Way, Bin #A08, Tallahassee, FL 32399-1713
(850)245-4070   www.MyFloridaEH.com

Using the non-public indicator in EHD

In EHD, either a facility or a contact associated with a facility can be marked as "non-public". If you mark a facility as non-public, the entire facility record can be excluded from public records requests and public reports. By marking a contact as non-public, you can exclude just that contact from public records requests and public reports, and that contact can be excluded across all programs.

1. Marking a Facility as non-public. On the Entity Manager page for a facility, check the non public indicator field to mark the facility as non-public. This check box is located just below the program name. Be sure to Save your record.

Entity Manager

Addresses/Phone	Facility Details	People

Manage Bills	Manage Inspections

Save

Permit Number   01-51-00003

Entity Information

Program Name   **Subtype**

Group Care   Child Care

☑ **Non Public record**

Company or Facility Name

A Child's Place Inc.

2. Marking a contact as non-public. On the Contacts page of the Entity Manager, select a person, and then check the non public indicator field to mark the person as non-public. The non-public indicator is located just above the contact name. Be sure to Save your record.

Entity Contact Details

Return

Name of Facility   A Child's Place Inc.
Location Address   6200 SW Archer Rd , Gainesville FL 32608
Status   Active   **Permit #**   01-51-00003
Program Name   Group Care   **Subtype**   Child Care

Contact Information

Contact Type Owner   ☑ **Non Public Record**   ☐ Primary Owner

First Name   **Last Name**

Amanda   Foust | Change Owner |

Company Name | Update |

Mailing Address

Home Phone #   **Ext:**