

# CLAY COUNTY BOARD OF COUNTY COMMISSIONERS

## EXEMPT DOCUMENTS DISTRIBUTION FORM

**Exempt Documents** being requested or received are included in those exempt from public disclosure as provided by Section 119.071(3)(b), Florida Statutes (attached). **Plans** being requested are confidential and exempt as provided by Section 119.071(a), Florida Statutes (attached). The following information is being provided as a record of this request or receipt. A completion of this form and a signature is required before information will be released:

**A. ENTITY REQUESTING/RECEIVING DOCUMENTS** (*Check all that apply and provided full name of entity*)

☐ GOVERNMENTAL AGENCY: \_\_\_\_\_

☐ PRIMARY CONTRACTOR: \_\_\_\_\_

☐ SUBCONTRACTOR: \_\_\_\_\_

☐ OTHER: \_\_\_\_\_

**B. ENTITY ADDRESS & PHONE NUMBER:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**C. EXEMPT DOCUMENTS/PLANS REQUESTED OR PROVIDED** (*Be specific on what is requested or provided, and include description, project number, contract numbers, etc.*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. REASON FOR REQUEST/INTENDED USE:** \_\_\_\_\_

\_\_\_\_\_

**E. RECIPIENT CERTIFICATION:** I, personally, and/or as representative of the above agency, fully understand (*check applicable*):

☐ the exempt nature of the Exempt Documents I am receiving and agree to maintain the exempt status of this information in accordance with Florida Law.

☐ the confidential and exempt nature of the Security System Plans I am receiving and agree to maintain the confidential and exempt status of this information in accordance with Florida Law.

**F. NAME OF THE REPRESENTATIVE VERIFYING THE FIRM:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**NAME OF PERSON RECEIVING EXEMPT DOCUMENTS/SECURITY PLANS:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**G. METHOD OF DELIVERY:**

☐ E-MAIL                      Email Address: \_\_\_\_\_

**EXEMPT DOCUMENTS** – Section 119.071(3)(b), *Florida Statutes*, provides:

- (b) 1. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.
2. This exemption applies to building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency before, on, or after the effective date of this act.
3. Information made exempt by this paragraph may be disclosed:
  - a. To another governmental entity if disclosure is necessary for the receiving entity to perform its duties and responsibilities;
  - b. To a licensed architect, engineer, or contractor who is performing work on or related to the building, arena, stadium, water treatment facility, or other structure owned or operated by an agency; or
  - c. Upon a showing of good cause before a court of competent jurisdiction.
4. The entities or persons receiving such information shall maintain the exempt status of the information.

**SECURITY SYSTEM PLAN** – Section 119.071(3)(a), *Florida Statutes*, provides:

- (a) 1. As used in this paragraph, the term “security system plan” includes all:
  - a. Records, information, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations, or consultations or portions thereof relating directly to the physical security of the facility or revealing security systems;
  - b. Threat assessments conducted by any agency or any private entity;
  - c. Threat response plans;
  - d. Emergency evacuation plans;
  - e. Sheltering arrangements; or
  - f. Manuals for security personnel, emergency equipment, or security training.
2. A security system plan or portion thereof for:
  - a. Any property owned by or leased to the state or any of its political subdivisions; or
  - b. Any privately owned or leased property held by an agency is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. This exemption is remedial in nature, and it is the intent of the Legislature that this exemption apply to security system plans held by an agency before, on, or after the effective date of this paragraph.
3. Information made confidential and exempt by this paragraph may be disclosed:
  - a. To the property owner or leaseholder;
  - b. In furtherance of the official duties and responsibilities of the agency holding the information;
  - c. To another local, state, or federal agency in furtherance of that agency’s official duties and responsibilities; or
  - d. Upon a showing of good cause before a court of competent jurisdiction.