



Public Records Training

- Florida law creates a right of access to anyone to inspect and/or have copies of public records. A public record is something, regardless of form, made or received by an agency pursuant to law or ordinance or something made or received in connection with the transaction of official business of an agency.
- The **Everyday Public Records** training video produced by the County Attorney's Office is approximately **30 minutes** in length and informs Pinellas County employees how to proceed with a public records request.
- The training includes specific examples of what to do and what not to do.
- This is a **self-paced video training**. There is no instructor or class. The training may be done on work time with a supervisor's approval.
- For questions, contact Human Resources Training & Development staff by [email](#) or by phone at 464-3796.
- Your supervisor may request that you submit a signed form when you are done (see below). It is suggested that you make an entry in OPUS for this training using OLM Learner – External Learning.
- To begin the video training, go to the [Intranet](#) homepage, look for Public Records Requests and select *Everyday Public Records – Information for Employees*.



I completed the *Everyday Public Records* training video:

Name (print)

Signature

Date