

James F. Lang, Esq.  
P.O. Box 123456  
Tampa, FL 67890

Re: Public Records Act request

Dear Mr. Lang:

I write on behalf of The Tampa Sun. This is a request for the opportunity to inspect and to copy certain records pursuant to Chapter 119 of the Florida Statutes and Article I, Section 24 of the Florida Constitution. Specifically, the Sun requests the opportunity to inspect and to copy the following:

- any records documenting the settlement of a lawsuit by Grace White against the Tampa County School Board. This request specifically includes any settlement agreement, settlement check, and any document reflecting the amount of any settlement, whether paid by the School Board, its insurer, or some other person or entity.
- your complete file concerning the lawsuit by Grace White against the Tampa County School Board.

Section 119.07 of the Florida Statutes and Article I, Section 24 of the Florida Constitution provide that the records of public entities, such as the Tampa County School Board, must be open to the public. If you contend that any Public Records Act exemption applies to the requested records, please provide a citation to an exemption created or afforded by statute and state in writing and with particularity the reasons for the conclusion that the record is exempt, as required by Section 119.07(1)(e) & (f). If you assert that an exemption applies to part of any responsive record, please redact that portion of the record and produce the remainder. See § 119.07(1)(d).

The Sun agrees to pay the statutory amount of 15 cents per page for the requested records. Please do not copy any records for me until I have had the opportunity to inspect them and to identify particular records (if any) to be copied.

The Florida Supreme Court has held that an agency must produce documents responsive to a Public Records Act as soon as the custodian is able to retrieve the requested records and to redact any exempt materials. Tribune v. Cannella, 458 So. 2d 1075, 1078 (Fla. 1984). Even a delay of 48 hours is impermissible. Id. In addition, requests must be acknowledged promptly and responded to in good faith and with reasonable efforts to determine whether responsive records exist and their location. See § 119.07(1)(c). Therefore, I look forward to hearing from you promptly.

Very truly yours,