

**AWARD AND EXECUTION OF CONTRACT – PUBLIC RECORDS.  
(REV 6-21-16) (FA 6-23-16) (8-16)**

ARTICLE 3-9 is deleted and the following substituted:

**3-9 Public Records.**

The Contractor shall comply with Chapter 119, Florida Statutes. Specifically, if the Contractor is acting on behalf of the Department the Contractor shall:

1. Keep and maintain public records required by the Department to perform the services being performed by the Contractor.
2. Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by rule or law.
3. Ensure that records exempt or confidential and exempt from disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract if the Contractor does not transfer the records to the Department.
4. Upon completion of the Contract, transfer, at no cost to the Department, all public records in possession of the Contractor or keep and maintain public records required by the Department to perform the service. If the Contractor transfers all public records to the Department upon completion of the Contract, the Contractor shall destroy any duplicate records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department.

Failure to comply with Chapter 119, Florida Statutes, and the Article 3-9, shall be grounds for immediate unilateral termination of this Contract by the Department pursuant to 8-9.1.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**District 1  
863-519-2623  
[D1precustodian@dot.state.fl.us](mailto:D1precustodian@dot.state.fl.us)  
Florida Department of Transportation  
District 1 – Office of General Counsel  
801 N. Broadway**

**Bartow, FL 33830**

**District 2**

**386-758-3727**

**[D2prcustodian@dot.state.fl.us](mailto:D2prcustodian@dot.state.fl.us)**

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**1109 South Marion Avenue, MS 2009**

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**850-330-1391**

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**Chipley, FL 32428**

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**954-777-4529**

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**Fort Lauderdale, FL 33309**

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**305-470-5453**

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**1000 NW 111 Avenue**

**Miami, FL 33172-5800**

**District 7**

**813-975-6491**

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**Florida Turnpike – Office of General Counsel**

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**Ocoee, FL 34761**

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**850-414-5355**

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**Florida Department of Transportation**

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