

Maria T. Gonzalez, Chief Auditor  
Office of Management and Compliance Audits

**SUBJECT: INTERNAL AUDIT REPORT – LIMITED SCOPE REVIEW OF THE DISTRICT’S PUBLIC RECORDS REQUEST PROCESS**

**COMMITTEE: FISCAL ACCOUNTABILITY AND GOVERNMENT RELATIONS**

**LINK TO STRATEGIC BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES**

This audit report consists of a limited scope review of the District’s public records request process, which was initiated based on a specific action delineated in Agenda Item H-13 Revised *Public Information and Access* that was unanimously approved by the Board at its January 16, 2019, School Board Meeting. This audit engagement was an addition to the Office of Management and Compliance Audits’ 2019 Annual Audit Plan, and the addition was discussed at the Audit and Budget Advisory Committee of February 5, 2019.

The objectives of this audit were to determine whether processes and procedures for submitting, receiving, reviewing, and responding to public requests complied with applicable State law and School Board Policy, and report the adequacy of the timelines observed as well as any applicable costs for a sample of public records requests transacted during the audit period. The scope of our audit was limited to those stated objectives and comprised public information requests received during the period of January 1, 2018, through March 12, 2019.

Our testing sample of public records requests made during the audit period disclosed that the requests tested complied with applicable Florida Statute and School Board Policy in terms of applicable timelines and costs charged. In addition, based on our testing, we determined that the processes and procedures for submitting, receiving, reviewing, and responding to public information records requests are in place and adequate for effective compliance with applicable Florida Statute and School Board Policy.

The School Board Audit and Budget Advisory Committee reviewed this report at its July 16, 2019, meeting and recommended transmission to the School Board.

Copies of this report were distributed and placed on file in the Office of the Recording Secretary to the School Board and in the Citizen Information Center. Additional copies will be provided upon request.

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**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, receive and file the Internal Audit Report – Limited Scope Review of the District’s Public Records Request Process.

**REVISED  
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