

What is a Public Records Request?

Under Chapter 119 of Florida Statutes, the public are entitled to access to all public records except documents meeting any of the exemptions identified in Florida Statutes.

Public records are defined as:

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

How do I request information?

Requests made by the **public and attorneys** may be made:

- **Written Request** – Florida SouthWestern State College, 8099 College Parkway, I-210 Fort Myers, FL 33919
- **E-mail** – gen.counsel@fsw.edu
- **Phone** – 239-432-5235
- **In person** – 8099 College Parkway, I-210, Fort Myers, FL 33919

Requests made by the **media** may be made by contacting the Studio FSW Office via:

- **Written Request** – Florida SouthWestern State College, 8099 College Parkway, Fort Myers, FL 33919, Attn: Studio FSW
- **E-mail** – TMorgenstern@fsw.edu
- **Phone** – 239-433-6922
- **In person** – 8099 College Parkway, I-119, Fort Myers, FL 33919

If you have any questions, feel free to contact us.