



How to Make a Public Records Request to Follow Up on Book Objections in Florida

If your book objection goes unanswered, or, if you want to better understand how your school district handles challenged books, this resource will guide you through submitting a public records request to obtain relevant information. Florida's Public Records Act gives you the right to request and inspect these records.¹

Before submitting a request, we recommend first consulting our resource "[How To Audit Your School District Library](#)," with information relevant to how to make a book objection in the state of Florida.

Below, you will find a clear explanation of what details to include in your request, a sample letter template, and practical tips to improve your chances of a successful response.

What to Include in Your Public Records Request

To ensure your request is clear and complete, be sure to include:

- Your full name and contact information: Provide your mailing address or email to receive the records.
- A detailed description of the records you want: Specify exactly what documents you want, including dates, meeting locations, and book titles involved.
- Any specific questions or information needed: For example, you may ask for the ages of student committee members or meeting minutes.

Sample Public Records Request Letter

Dear Public Records Custodian,

I would like to submit a public records request for any and all documents, including but not limited to emails, forms, checklists, signed acknowledgement forms, and signed parent permission slips related to student book challenge review committee members. Specifically, I am requesting records for the following book review committee meetings:

¹Florida Statutes. (2024). [Chapter 119: Public Records](#).

- [Name of school where review committee meeting took place] on [Month/Date/Year] at [Time] regarding [Title of Book] by [Author].

[Note]: If there are multiple entries for which you are seeking a follow-up, reproduce the above below, like so:]

- [Name of school where review committee meeting took place] on [Month/Date/Year] at [Time] regarding [Title of Book] by [Author].

Additionally, I request information on the ages of the student committee members participating in the book challenge review committees at these schools.

Thank you for your assistance. Please let me know if you require any additional information to process this request.

Sincerely,

[Your Name]

Important Notes and Tips

- Keep an eye on school communications: The school is generally required to notify objectors by email about review committee meeting details (date, time, and location). However, you can also check for updates on the school or district website.
- Consider attending the review committee meetings: Being present can give you direct insight into how the committee reaches its decision. If the committee votes to keep the book, you may need to file an appeal promptly. For more on this, see our resource "[How to File a Book Challenge Appeal in Florida](#)."
- Be specific but concise: Clearly identify the documents you want to avoid delays or confusion.
- Follow up, if necessary: If you don't receive a response within a reasonable time ([Section 119.07\(1\)\(c\)](#) of Florida Statutes requires a prompt reply), you may consider sending a polite reminder to try and escalate your request.