

What is Sunburst? Sunburst is a publicly accessible, web based, read-only email viewer that provides access to non-exempt agency leadership emails. The Sunburst landing page can be found on the Governor's web site at <http://www.flgov.com/sunburst/> as shown in figure 1.1.

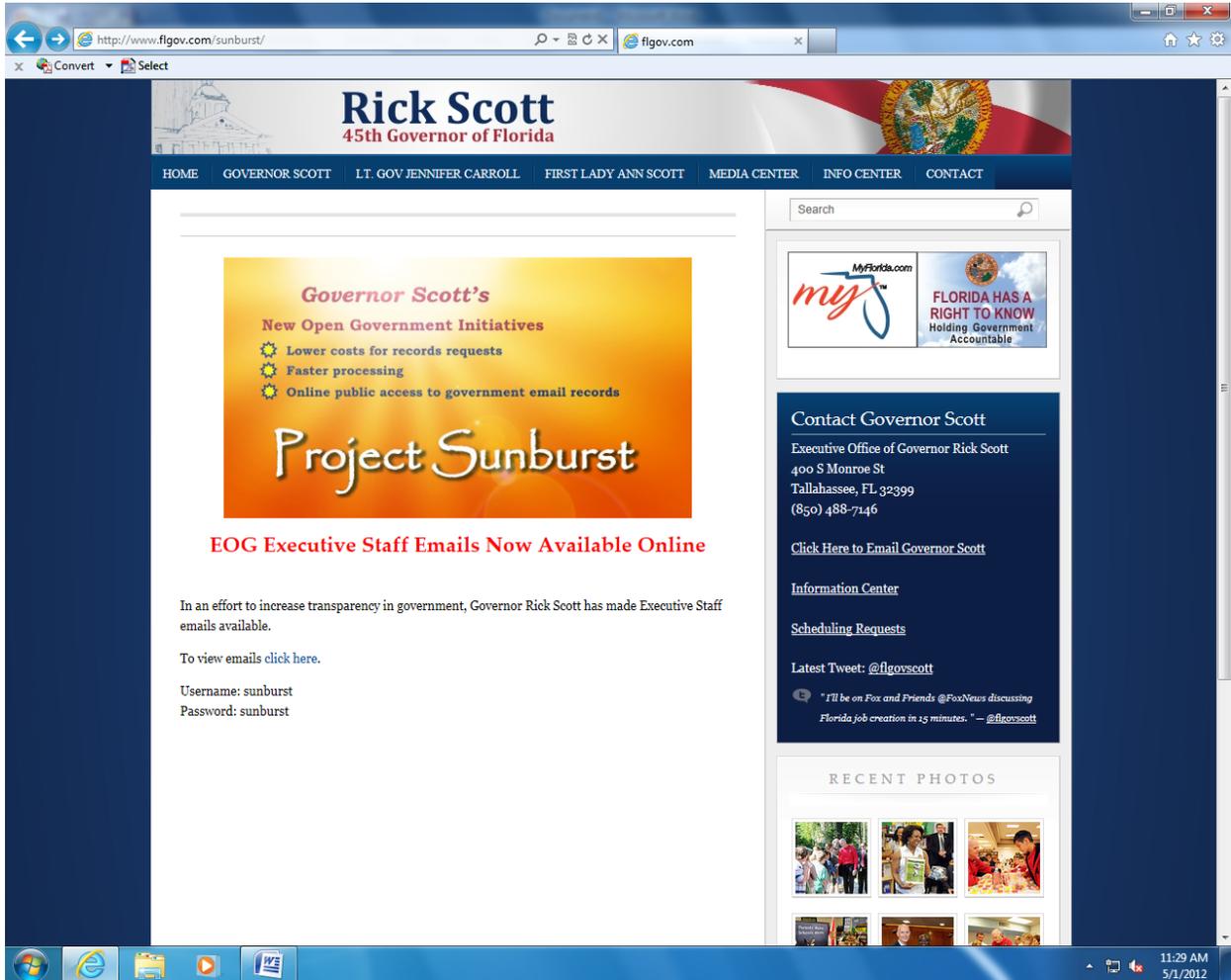


Figure 1.1 Sunburst Landing Page

The Sunburst email viewer consists of a Microsoft Outlook Web Access email system. The login and password to log in to the Sunburst system is sunburst/sunburst.

Users may access the Sunburst system by clicking the 'click here' link as shown in figure 1.1. When presented with the Outlook Web Access login screen as shown in figure 1.2, users must type in the provided username and password.

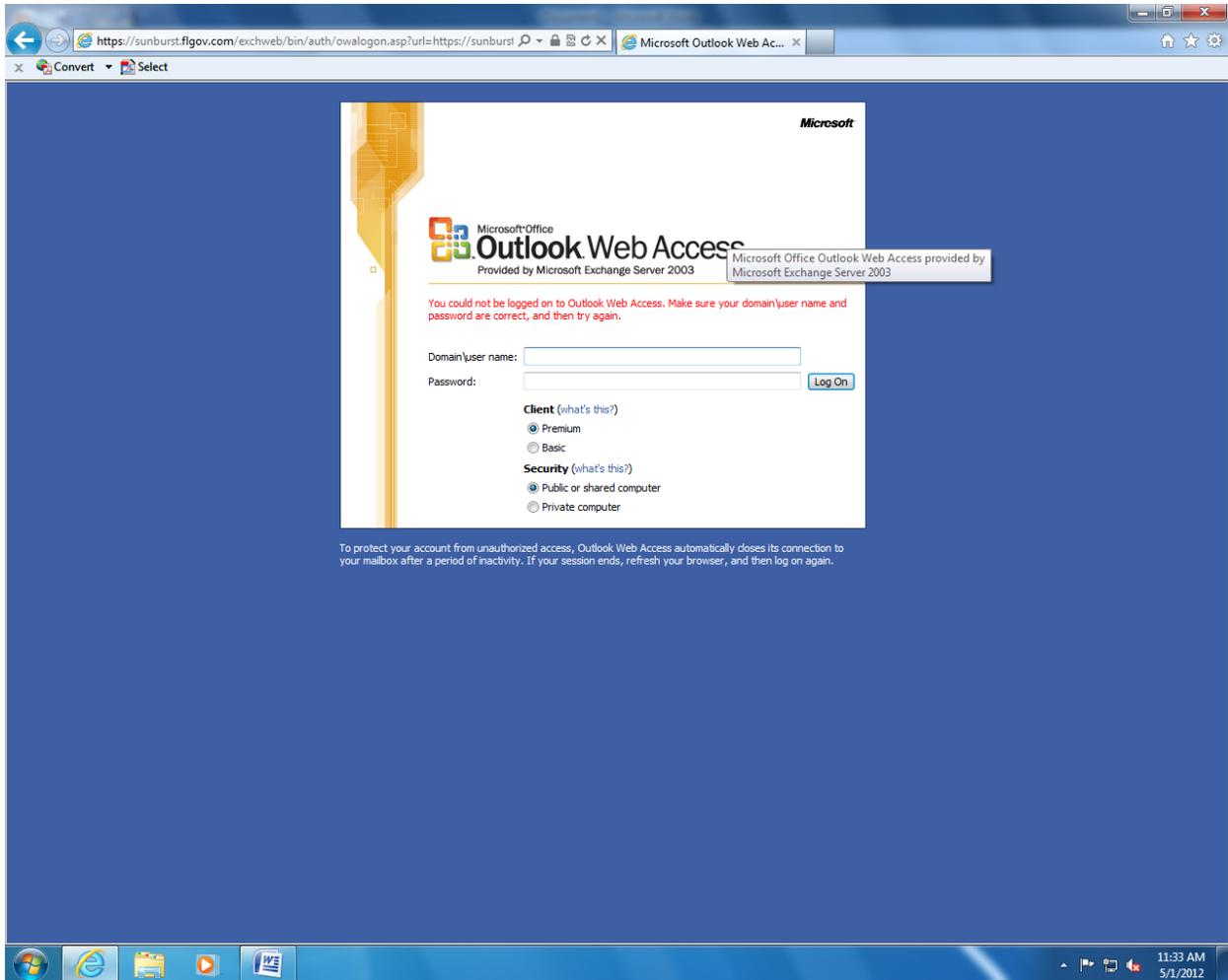


Figure 1.2 Outlook Web Access Login Screen

Once logged in, users will have read-only access and search capabilities to all folders and email items as shown in figure 1.3.

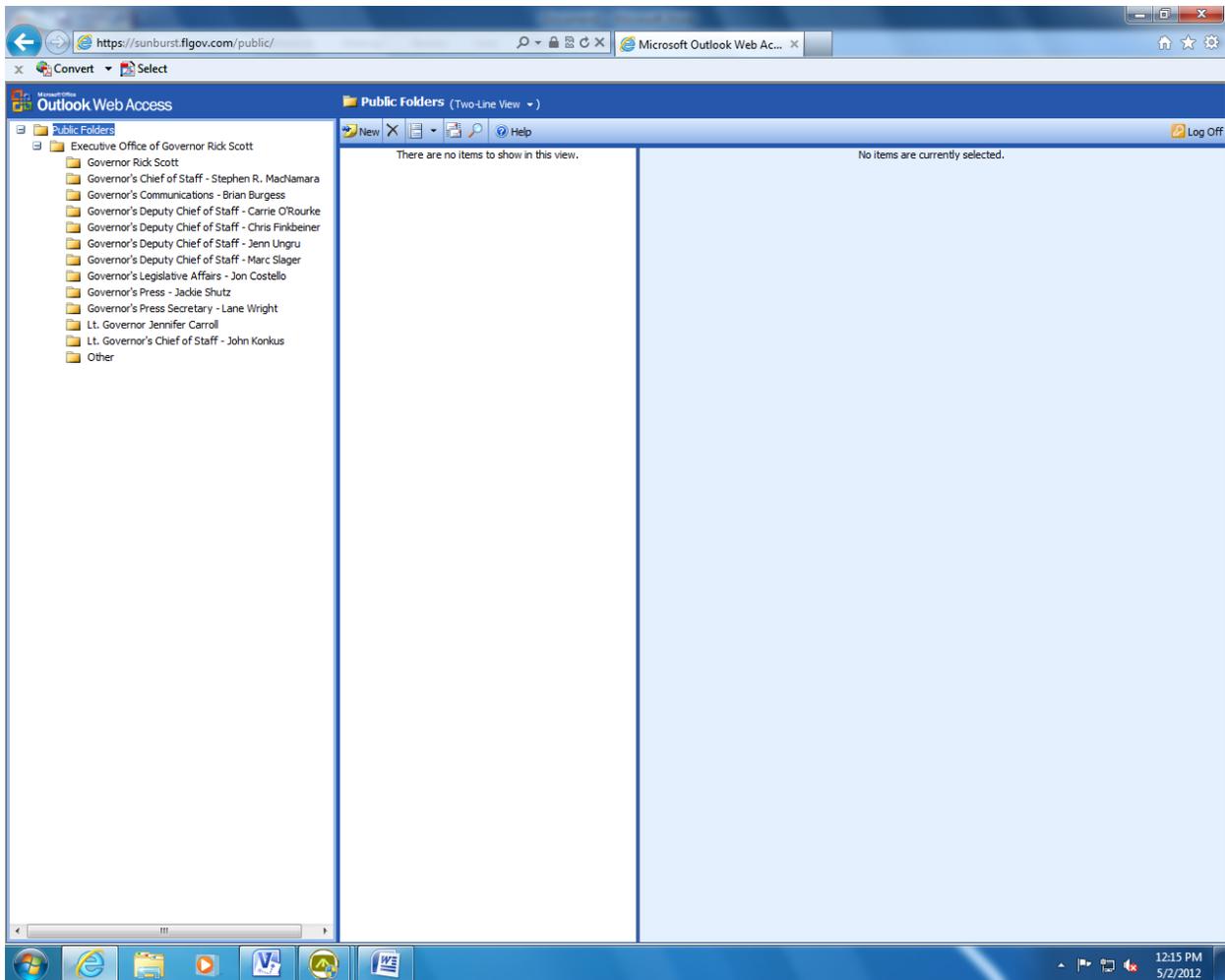


Figure 1.3 Sunburst Email Viewer

How does Sunburst work?

The EOG email server has been configured to synchronize (forward) all Sunburst participant emails (sent or received) with the Sunburst Administrative Account (Figure 2.1) and applies rules to place the emails in the appropriate participant folder. Each Sunburst participant has a folder on the Sunburst Administrative account with 4 subfolders (Public, Exempt, Not A Public Record, Redact).

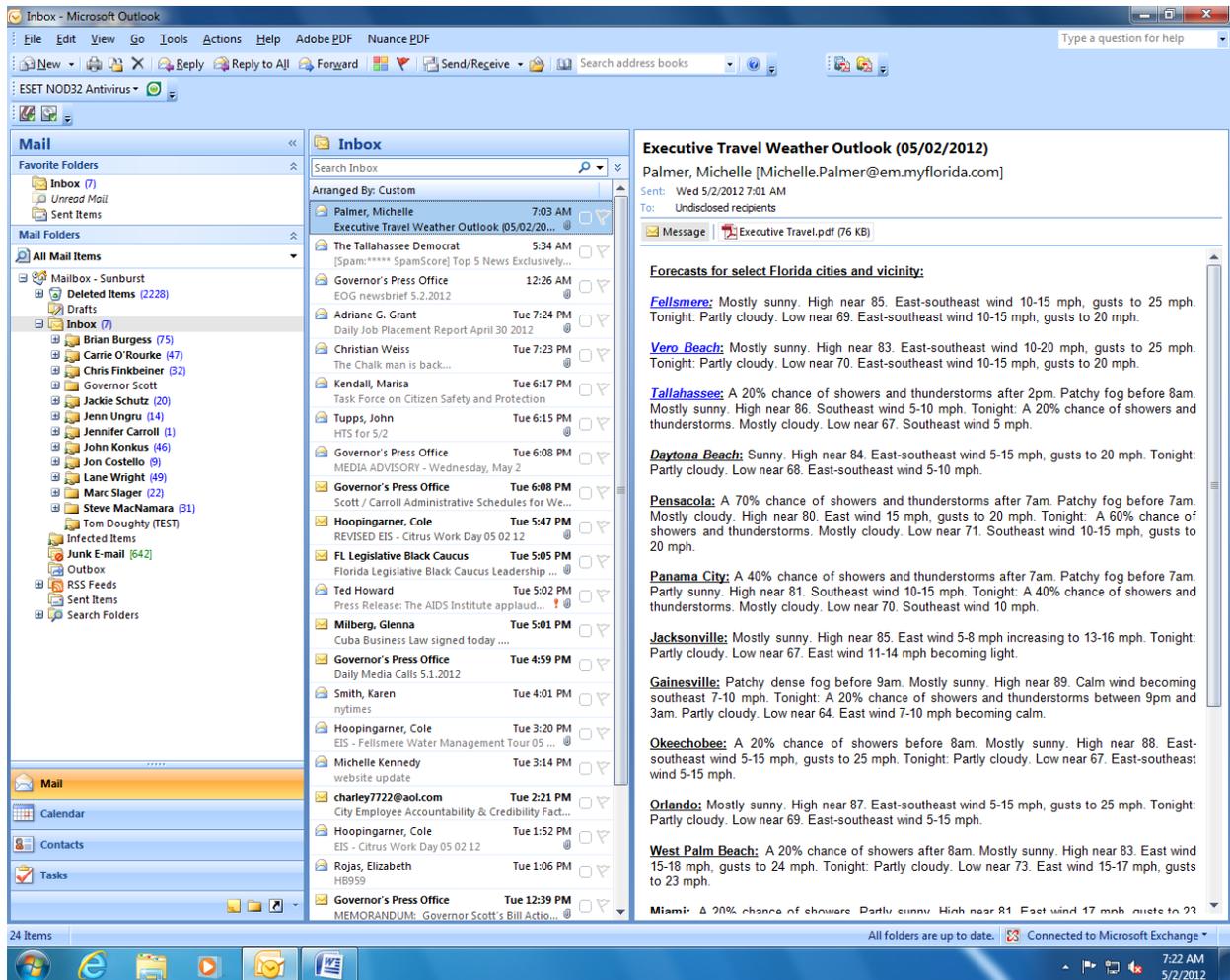


Figure 2.1 Sunburst Administrative Account

Sunburst participants are expected to categorize their email and place them in the corresponding folder in the Sunburst Administrative account according to the criteria highlighted in the addendum “Sunburst Email Review Instructions”. The flow of the Sunburst is illustrated in the figure 2.2 below.

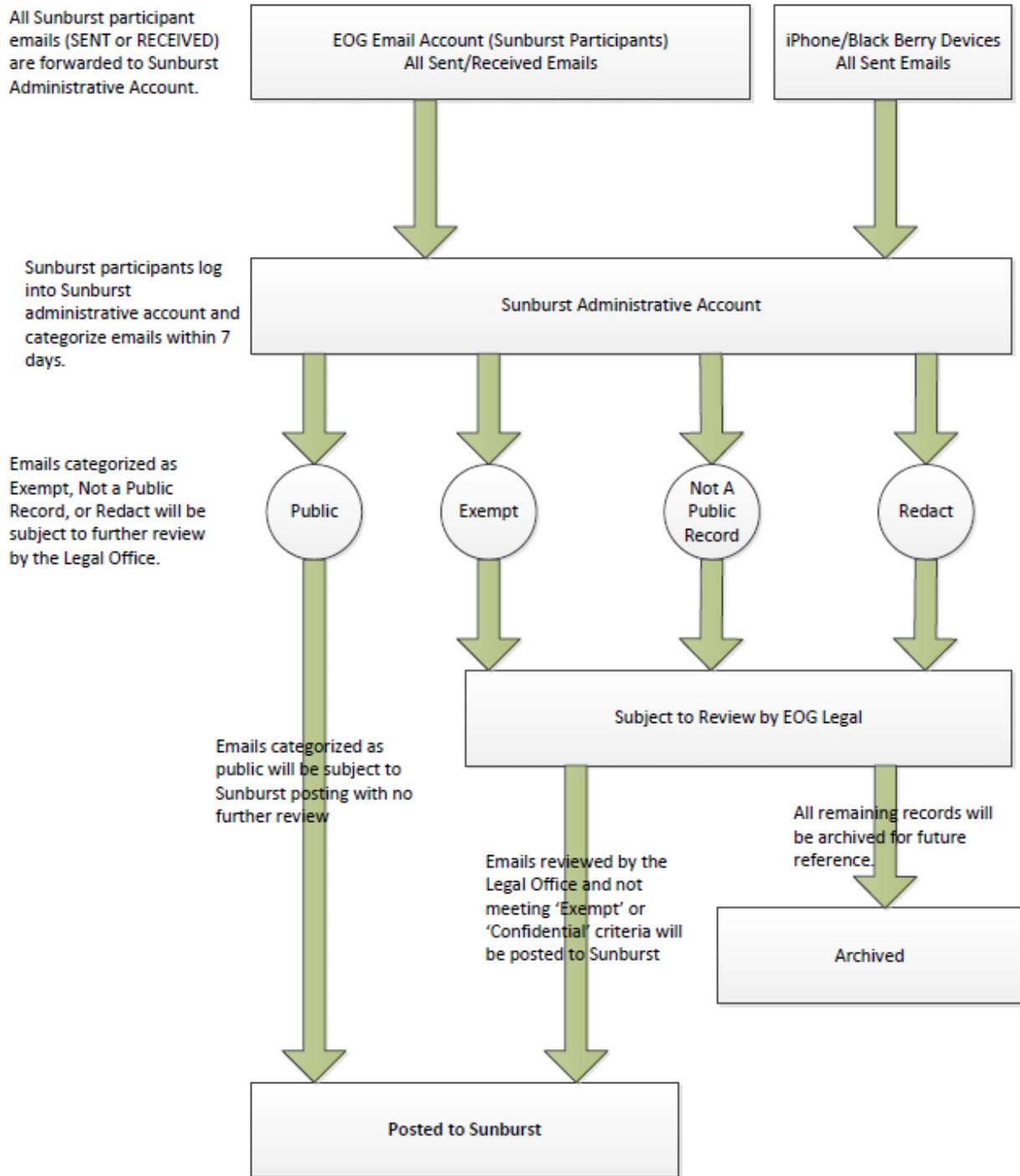


Figure 2.2 Sunburst Flow

Sunburst Roles and Responsibilities

Sunburst Participants (or Delegate)

-Review and categorize email and move to appropriate folder in the Sunburst Administrative account within 7 days of receipt or creation unless permission has been granted for extended time.

Legal Review

-Review withheld email within 30 days of categorization by Sunburst participants.

Information Systems

-Move emails categorized as public to the Sunburst viewer daily after 5pm.

Addendum – Sunburst Email Review Instructions

What <i>is</i> a public record:	Any material <u>made</u> or <u>received</u> in the course of <u>official state business</u> regardless of form which is “intended to <u>perpetuate</u> , <u>communicate</u> , or <u>formalize knowledge</u> of some type.”
What <i>is not</i> a public record:	Generally, materials that are <u>transitory</u> in nature, are prepared as notes which are designed for your own “ <u>personal use</u> in remembering certain things,” and are not, in themselves, <u>intended</u> as final evidence of the knowledge to be recorded, are NOT public records. Personal emails not related to state business are not considered public record.

If the email or attachment(s) is exempt from disclosure, is not a public record, or contains information that should be redacted, move it into the corresponding folder (“Exempt”, “Not PR”, or “Redact”). If it is a public record and is appropriate for release, drag it into the “Public” folder.

Use the below guide to determine the status of the email and attachment(s).

Personal identifying information?	Social security numbers, credit/debit card numbers, bank account numbers, passwords or user names. Personal identifying information of an applicant for or a recipient of paratransit services which is held by an agency.	Section 19.071(5)(a) Section 119.071(5)(b)
Security information for the Governor, Lt. Governor, or security detail?	Line by Line schedules or other documents containing names or email addresses of FDLE security detail, tail numbers or pilot names and cell phone numbers for the Governor’s plane, the names of hotels used by the Lt. Governor, or details of security procedures/preparation.	Section 119.071(2)(d)
Communication with an Attorney?	Information prepared at the direction of the General Counsel’s office or an agency attorney circulated in preparation or in anticipation of litigation or adversarial administrative proceedings.	Section 119.071(1)(d)1
Regarding economic development?	Identifying information of a private entity and plans or interest to locate, relocate or expand its business activities in Florida? Emails from DEO and EFI should be examined closely.	Section 288.075
Regarding Clemency?	Clemency records are exempt and confidential.	Sections 14.28

Regarding an Inspector General/law enforcement investigation?	Investigatory records such as those of a law enforcement agency or an Inspector General are exempt while the investigation is active. (status of the investigation must be established to determine if exempt).	Sections 119.071(2), 112.31901
Regarding the COOP?	Information about the EOG or an agency Continuity of Operations Plan.	Section 119.071(3)
Home addresses, telephone numbers, photos, family information?	Personal information for certain employees is exempt. Examples of positions includes active or former law enforcement officers, state and federal judges, statewide prosecutors, state attorneys, magistrates, guardians ad litem, human resource managers, certain employees of Health, Revenue, Juvenile Justice, Corrections, and Children and Families. Contact information for the spouses and children of these employees, including their place of employment or school/daycare facility, is also exempt. (Appointment applications often contain this type of information).	Sections 119.071(4), 119.071(5)
Personnel information?	Information such as results of drug screenings and fingerprinting are confidential. Medical information pertaining to a prospective, current, or former officer or employee of an agency which, if disclosed, would identify that officer or employee is exempt. Personal identifying information of a dependent child of a current or former officer or employee of an agency, which dependent child is insured by an agency group insurance plan, is exempt. (<i>For purposes of this exemption, "dependent child" has the same meaning as in s. 409.2554.</i>)	Sections 112.0455(11) 119.071(5)(g) Section 119.071(4)(b)
Government sponsored activities?	Information that would identify or locate a child or parent or guardian of a child who participates in a government-sponsored recreation program is exempt. Examples include after school programs, athletic programs, nature programs, and summer camps.	119.071(5)(c)
Blueprints or facility security systems?	Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel or motel development, which records are held by an agency are exempt.	119.071(3)(c)

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