

Florida Local AI Governance Checklist

A one-page checklist for Florida cities, counties, school districts, and special districts. Adapt to your jurisdiction and confirm current obligations with counsel.

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1. Public records and AI-assisted work

- Identify whether AI-assisted material is connected to official agency business.
- Confirm the record can be searched, exported, and produced from any vendor system.
- Determine the applicable retention schedule (general or function-specific).
- Check whether an exemption or confidentiality provision applies.
- Document the system's role and the final human decision.

2. Records retention and disposal

- Classify AI-assisted records by government function, not by 'AI' as a category.
- Coordinate with your Records Management Liaison Officer on unclear series.
- Maintain minimum inventory fields: records created/received, prompts, outputs, logs, storage, export format, schedule, owner, vendor obligations, migration.

3. Vendor and contractor records

- Ask counsel whether section 119.0701 applies to the specific contract.
- Where it applies, address maintenance, production, protection, transfer, and compatible electronic delivery of public records.
- Even where it does not apply, negotiate access, retention, export, and termination safeguards.

4. Elections and synthetic political media

- For political advertisements and electioneering communications, confirm whether generative-AI depictions of real persons trigger the section 106.145 disclaimer.
- Do not treat section 106.145 as a general government AI-disclosure rule.

5. School-district AI tools

- Apply district AI acceptable-use, student-privacy, and instructional-materials policies.
- Confirm vendor data practices against FERPA and Florida student-privacy requirements.

6. High-risk public-sector uses

- Flag uses affecting benefits, employment, enforcement, permitting, safety, or rights.
- Require meaningful human review before consequential decisions.
- Document notice, redress, and incident-response procedures.

7. State AI policy monitoring

- Track the Government Technology Modernization Council (s. 282.802).
- Do not treat failed 2026 proposals (CS/SB 482, SB 2-D, SB 146) as current law.

This resource is for policy and governance education only. It is not legal advice. Local governments should consult their attorney or legal counsel before making procurement, compliance, or deployment decisions.