



## Confidential Vendor Records in the Statewide Vendor File (SWVF)

Agencies may add confidential vendors to SWVF. Agency Addressed Memorandum No. 26 (2012-2013) defines a confidential vendor as those vendors for which state or federal law exempts information from public records review, including exemptions under Chapter 119, Florida Statutes. The agency is responsible for verifying the vendor is exempt from public records before adding the record to SWVF. Only the agency adding a confidential vendor record will be able to view the record in SWVF.

Agencies that identify a vendor as confidential in SWVF should consult their agency's legal counsel for advice on whether the vendor's information is exempt from public records disclosure. DFS will not display confidential vendors on any website that reports vendor payment information. The agency that added the record shall be responsible for taking whatever action it deems appropriate to defend any claim of exemption from the public records law. Examples of confidential vendors include:

- witnesses,
- law enforcement officers,
- foster parents, or
- recipient of a payment that is deemed confidential by an agency.

## Things to Consider

- When a vendor record has not been used in over 18 months, the record will be marked for deletion by FLAIR and purged during the normal purge cycle.
- Vendor records that are currently being used in an active payable, receivable or encumbrance will not be purged.
- If a confidential vendor record is no longer needed, the agency can request Bureau of Vendor Relations (BVR) to mark the record for deletion, thus speeding up the purge process.

## Monitoring Records in the Statewide Vendor File (SWVF)

1. Using a report listed in the Tools box, identify existing records.
2. Use the following questions to determine if action is needed:

### **TOOLS**

[RDS Reports](#)  
[DVSR03](#)



# Confidential Vendor Records



## Is the record valid?

- Will the vendor continue to receive payments from the State?
- Is the vendor being used on an accounts receivable, encumbrance, payable or contract record?

## Is the record complete?

- Are all the fields on the record complete?

## Is the record accurate?

- Is the Vendor exempt from public records review, pursuant to Chapter 119, FS?
- Is the Vendor information correct?

3. If you answered no to any of the questions above, action needs to be taken. You may need to:
  - a. **Delete a record** – Agencies must submit a COMPLETED Statewide Vendor File Update Request Form DFS-A1-2090 located at <https://www.myfloridacfo.com/division/aa/all-forms> and email to the VMS Section at: [StatewideVendorFile@myfloridacfo.com](mailto:StatewideVendorFile@myfloridacfo.com) to request the SWVF FLAIR sequence to be deleted.
  - b. **Update information** – For incomplete or inaccurate records, updates that may be necessary. To update incorrect information or remove incorrect confidential indicators, Agencies must submit a COMPLETED Statewide Vendor File Update Request Form DFS -A1-2090 located at: <https://www.myfloridacfo.com/division/aa/all-forms> and email to the VMS Section at [StatewideVendorFile@myfloridacfo.com](mailto:StatewideVendorFile@myfloridacfo.com) to request the update.

For additional information, refer to the Statewide Vendor File Reference guide located at: [https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/vendor/swvf-manual-2022.pdf?sfvrsn=84f18c53\\_2](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/vendor/swvf-manual-2022.pdf?sfvrsn=84f18c53_2)

For more information on how to manage Agency data, please see the Data Management Project website at <https://www.myfloridacfo.com/division/aa/state-agencies/data-management-project>