

PUBLIC RECORD, DUPLICATION OF DOCUMENT FEES

POLICY NO. 01-03

PURPOSE: The purpose of this policy is to establish guidelines for assessing applicable charges when providing duplications of public records and/or other requests for public records data.

SCOPE: This Policy Statement applies to all Board of County Commissioners personnel.

DEFINITIONS:

1. Custodian of a Public Record - That person charged with the primary custody of any/all records within their assigned area of responsibility.
2. Duplication - The process of reproducing an image or images from an original to a final substrate through the electro-photographic, xerographic, laser, offset or electronic process or any combination of these processes, by which more than one copy can be made without re-handling the original.
3. Facsimile Copy - The transmission of a document via a facsimile (fax) machine.
4. Public Record, Public Information - Any documentation, regardless of physical form or characteristics, or other information made or received pursuant to law or in connection with the transaction of official business, subject to such exemption or restrictions as may be provided by State or Federal law.

POLICY: In accordance with Florida Statute, it shall be the Policy of the Board of County Commissioners that reasonable fees will be imposed when providing duplications of public records and/or other requests for public records data to the general public, members of the press, or other entity not exempted herein.

CHARGES: Pursuant to F.S., 119.07, the custodian of a public record shall furnish a copy or a certified copy of the record upon payment of the fee prescribed by law or, if a fee is not prescribed by law, upon payment of the actual cost of duplication of the record. If the nature of the request or the volume to

be copied is labor intensive, fees shall be based on the actual amount of time and labor in addition to the cost of the duplication medium. Entities exempted from payment of fees are listed in Section IV, B.

1. On a per request basis, non-exempted individuals or entities requesting public records resulting in less than ten (10) copies will not be charged. Public record requests resulting in ten (10) or more copies shall be charged from the first copy as follows:

Standard 8½ x 11 inch paper or Legal 8½ x 14 inch paper

\$.15 per single side sheet
\$.20 per double side sheet

2. Facsimile copies - Unless otherwise directed by a supervisor, facsimile copies of public records will not be provided.
3. Duplication of, or transfer to, digital media - Cost will be assessed based on time and materials.
 - a. Compact Disk (CD) - \$1.00 (cost of materials, excluding production time/labor)
 - b. Digital Video Disk (DVD) - \$1.00 (cost of materials, excluding production time/labor)
4. Labor intensive requests, whether a report, duplication or other form of record occurs as a result, will be charged in quarter hour increments for all labor in excess of 15 minutes. The fee will be based on the hourly rate for the lowest full-time pay classification within the assigned area. When appropriate, charges for the time of other personnel (such as supervisory, technical or other job specific specialty) will be added to the fee.
5. Additional costs may be charged for bound or covered documents to equal the actual cost.

B. EXEMPTIONS

1. County Departments
2. Constitutional Officers
3. Other Governmental Entities

Replaces:

Reference: September 18, 1990

Adopted: September 18, 1991

Revised: May 25, 2004

Revised: February 24, 2009