

DISTRICT OFFICE PUBLIC RECORDS PROCEDURE AND FEE

SCHEDULE: BAYHSORE GARDENS PARK & RECREATION DISTRICT

The Custodian of Records shall provide for access to all public records, both generated and received, which are included in the transactions of the official business of Bayshore Gardens Park and Recreation District. Official recordings of the meetings shall be made available for copying or inspection in the form in which they are maintained. Public records may require redaction of exempt or confidential information, such as certain medical information, social security numbers, etc. If such information is redacted from requested records, the District shall provide a written explanation as to why the district believes the information is exempt.

A charge shall be made for providing the requestor with copies of documents or recordings of such meetings. Requests for information will be processed as soon as possible. All public records in possession of the District will be made available for inspection upon request. If the nature or volume of the request is such as would require either extensive clerical work to compile the requested records or extensive supervisory assistance, staff will work with the requestor to provide the records as soon as possible.

PUBLIC RECORDS PROCEDURE: Access

1. Request access to review public records.
2. Discuss timetable for review with the District Office. If the records custodian determines that the request will require extensive clerical work to compile the requested records or extensive supervisory assistance or an extensive use of information technology resources, an advance deposit may be required before the request will be processed. The advance deposit amount will be based on an estimate of time necessary to complete the public records request. If the advance deposit is greater than the actual cost of completing the public records request, the difference will be refunded to the requestor. If the advance deposit is less than the actual cost of completing the public records request, the difference will be due when the request is satisfied. If an advance deposit is not required, the fee is due when the request is satisfied.

Duplication/Copies

1. Request public documents.
2. Discuss the fee and timetable with office manager. If the records custodian determines that the request will require extensive clerical work to compile the requested records or an extensive use of information technology resources, an advance deposit may be required before the request will be processed. The advance deposit amount will be based on an estimate of time necessary to complete the public records request. If the advance deposit is greater than the actual cost of completing the public records request, the difference will be refunded to the requestor. If the advance deposit is less than the actual cost of completing the public records request, the difference will be due when the request is satisfied. If an advance deposit is not required, the fee is due when the request is satisfied.

Requests for information will be processed as soon as possible. All public records in possession of the District will be made available for inspection upon request. However, if the nature or volume of the request is such as would require either extensive clerical work to compile the requested records or extensive supervisory assistance, staff will work with the requestor to provide the records as soon as possible.

technology resources may require an advance deposit and may be charged an additional fee on a case by case basis.

OFFICE PROCEDURE FOR PUBLIC RECORDS REQUESTS

1. When a request for public records/district documents is made, staff will complete request form.
2. Questions may be asked about the request to clarify and facilitate completion of the request.
3. Requests will be fulfilled as soon as reasonably possible.
4. Public record requests will be handled in a professional, respectful, and courteous manner.
5. If the requested information is thought to be confidential or prohibited from being inspected by the public, The Custodian of Records may consult with the Board Attorney.
6. An additional fee may be charged for requests which require an extensive amount of clerical or supervisory assistance (more than 15 minutes), or an extensive use of information technology resources (for definition, see Government-in-the-Sunshine Manual, 2019 Edition, Volume 41)
7. Fees will be set according to the provisions of Florida Public Records Law, Chapter 119. Fees for requests requiring extensive assistance are calculated based on the information technology resources or labor costs actually incurred by the district (see Government-in-the-Sunshine Manual, 2019 Edition, Volume 41).
8. If the records custodian determines that the request will require extensive clerical work to compile the requested records, an extensive amount of clerical or supervisory assistance (more than 15 minutes), or an extensive use of information technology resources, an advance deposit may be required before the request will be processed. The advance deposit amount will be based on an estimate of time necessary to complete the public records request. If the advance deposit is greater than the actual cost of completing the public records request, the difference will be refunded to the requestor. If the advance deposit is less than the actual cost of completing the public records request, the difference will be due when the request is satisfied. If an advance deposit is not required, the fee is due when the request is satisfied.

FEE SCHEDULE:

COPIES: \$.15 per page, \$.20 two-sided page

Audiotape Cassette \$ 1.50; CD Disc \$1.50; DVD Disc \$1.50

FAXES (Sent/Received):

	1 st Page	Additional Pages
FL or 800 numbers	\$1.00	\$1.00
Other States	\$2.00	\$1.00
Canada	\$5.00	\$1.00

DEPOSITS: If the records custodian determines that the request will require extensive clerical work to compile the requested records, extensive supervisory assistance, or an extensive use of information technology resources, an advance deposit may be required before the request will be processed.

ADDITIONAL FEE INFORMATION:

Public record requests requiring extensive clerical or supervisory assistance, extensive research (i.e. legal, paralegal, etc.), or extensive use of information technology resources may be charged an additional fee on a case by case basis.

The fee shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the Trailer Estates Park and Recreation District(TE) or attributable to TE for the clerical and supervisory assistance required, or both. Labor costs will include wages, Medicare/social security employer costs, and costs of benefits. (health, dental, and retirement).

An additional fee may be charged for requests which require an extensive amount of clerical or supervisory assistance (more than 15 minutes), or an extensive use of information technology resources (for definition, see Government-in-the-Sunshine Manual, 2007 Edition, Volume 29, Part II: Public Records, Section L, Number 11b, p. 172.

TIME	Office	Manager	Office Assistant
16-30 minutes		\$5.25	\$4.00
31-45 minutes		\$10.50	\$8.00
46-60 minutes		\$15.75	\$12.00
61-75 minutes		\$21.00	\$16.

More than 60 minutes
prorates at the rate: \$21.00 \$16.00

Fees are set according to the provisions of Florida Public Records Law, Chapter 119. Fees for requests requiring extensive assistance are calculated based on the information technology resources or labor costs actually incurred by the district (see Government-in-the-Sunshine Manual, 2019 Edition, Volume 41)