

What is a public record?

Public records are all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, e-mails, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction for official business by an agency.

Who can request a public record?

Florida’s Public Records Law requires that all state, county and municipal records shall be open for personal inspection by any person. A person who wishes to inspect or copy public records does not have to have a particular purpose or “special interest” as a condition of access and public agency cannot require the requestor to state the reason for a request. An agency also cannot require that a public records request be made in writing. They can be done verbally in person or by telephone.

Fees for receiving public records:

Paper Documents	\$.15 per single-sided page
Paper Documents	\$.20 per double-sided page
Audio Tapes	\$ 5.00
Certification of Documents	\$ 1.00
DVD	\$ 3.00
Building/Site Plans (11x17)	\$ 1.00
Commercial Drawings (11x17)	\$ 1.00

Extensive use of information technology and/or extensive clerical or supervisory assistance:

If the nature or volume of public records requested to be inspected, examined, or copied is such as to require more than one (1) hour of use of information technology resources or more than one total hour of clerical or supervisory assistance by City personnel, or both, a special service charge in addition to the actual cost of duplication shall be charged based on the actual cost incurred for such use of information technology resources or the base salaries of the City personnel providing clerical and supervisory assistance required, or both. “Information Technology Resources” shall have the same meaning as in Florida Statutes, 282.303(13). This charge is consistent with the Administrative Fee Schedule established by City Ordinance.

To request information please contact the City Clerk’s Office (727) 369-0619