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**Procedure:** Public Records Request

**Title:** Public Records Request Procedure

**Effective Date:** January 15, 2014

**Last Revised:** January 11, 2014

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**PURPOSE:** To ensure compliance with the Florida Public Records Law (Chapter 119, F.S.) and consistency in responding to public documents requests.

**SCOPE:** This procedure applies to all staff, officers, and board members of the Clay County Development Authority.

**DEFINITIONS:** If not otherwise defined in this Procedure, terms have the meanings assigned in the Florida Public Records Law. As of the revision date of this Procedure, the term "public records" is defined in that law as:

"All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."

**LEGAL REQUIREMENTS:** Chapter 119 of the Florida Statutes

**ASSIGNMENT OF RESPONSIBILITY:** The Staff will serve as CCDA's official Public Records Custodian.

**APPROVED:**

  
\_\_\_\_\_  
Signature  
Debbie Ricks, Chair

1/15/2014  
\_\_\_\_\_  
Date

**REQUIREMENTS:** It is the policy of the Clay County Development Authority that all employees, consultants, and Board members will comply with the Florida Public Records Law and state retention schedules for public records, including electronic mail (e-mail).

**Responding to a Public Records Request**

Public records requests may be made in writing or orally. All such public records requests must be referred to the CCDA's Public Records Custodian as soon as practical when any such request is received by a CCDA employee. If a request is made, the recipient of the request should complete the *Public Document Request Intake Form* after receiving the request, along with the requestor's contact information and the date which the request was received.

This request should be forwarded to the Public Records Custodian as soon as practical with a copy sent to the CCDA's General Counsel. The Public Records Custodian will assign the gathering of information to the appropriate department, agency, or individual and assign a timeframe for materials to be forwarded. The responding individual shall provide the Public Records Custodian two (2) copies of the materials responsive to the request.

The Public Records Custodian will consult CCDA's General Counsel, as needed, for review and/or coordination of a response. If applicable, CCDA's General Counsel shall coordinate with the Public Records Custodian to determine which documents are within the terms of the request and subject to inspection, and the Public Records Custodian shall in turn coordinate CCDA's efforts to collect such documents.

When such efforts are completed, the Public Records Custodian will notify the requesting party that the documents are available for inspection or pick up. The notification shall indicate the times and the location for the requesting party to inspect or pick up the documents, or provide contact information to allow for the arrangement of a time convenient and reasonable for both parties.

**Response Time for Requests**

All public records requests shall be responded to in a reasonable and timely manner. Should a response take longer than five business days to fulfill, the Public Records Custodian shall, at minimum, send the requestor a general response by the end of the fifth business day.

Example: "We have received your request for information and will begin processing your request as soon as possible. If this request warrants a copying and/or labor fee, we will notify you prior to processing your request. Thank you."

**Charges for Copies of Documents [per section 119.07(4)(a) F.S.]**

If the person making the records request wishes to obtain copies of the documents, the CCDA will charge the following:

Letter or legal sized copies (single sided) (B&W)	\$0.15/per copy
Letter or legal sized copies (double sided) (B&W)	\$0.20/per copy
Letter or legal sized copies (single sided) (Color)	\$0.20/per copy
Letter or legal sized copies (double sided) (Color)	\$0.25/per copy
CD copy	\$1.00 plus labor

Certified copy of a public record \$1.00/copy  
Other charges may be assessed as warranted.

**Special Service Charge [per section 119.07(4)(d) F.S.]**

CCDA charges a special service charge when the nature or volume of the public records requested to be inspected or copied is such as to require extensive clerical or supervisory assistance. CCDA's standard for extensive assistance is any request that will require more than 15 minutes of clerical or supervisory assistance. The special service charge will be assessed at \$22.00 per hour. The Public Records Custodian should give an estimate of the charges to the requestor and obtain approval prior to responding to the request. **All charges should be collected before releasing the documents.**

**Record-keeping**

The Public Records Custodian shall keep a log and copy of all requests and responses in a chronological and organized file. Any e-mails pertaining to the public records request (to or from the CCDA) should be printed and added to the hard copy file.