

Date Submitted: _____

Date Received (STAFF USE ONLY): _____

(Note: Completion of this form is voluntary and is used for administrative purposes only.)

Please specify the record(s) you are requesting:

If you wish to be notified when your request is ready, if any questions arise concerning your request, or if there any fees associated with the production of your request, please provide contact information (such as an email address or phone number) below (optional):

Name of Requestor: _____

Contact Information: _____

Please Note: You are not required to provide a contact method. If you have not provided one and fees will be incurred beyond physical copy costs, or if questions arise regarding your request, your request will be held until you contact us. If staff service charges and/or research fees are incurred, and we do not have contact information, the request will be held for your approval and deposit before being completed. Copies made for requests that do not incur staff time or research fees, submitted without contact information, will be held for 30 days for pick-up.

FEES
(Please Read)

Copy and File Charges (per page)

One Sided 8½x11" Copy	\$0.15
One Sided 8½x14" Copy	\$0.15
One Sided 11x17" Copy	\$0.20
Two Sided Copy	\$0.20
One Sided 11x17" Color	\$1.20
One Sided 8½x11" Color	\$0.60
Two Sided Color	\$0.90
Plat Size Maps/Drawings	\$2.50
Plat Size Maps Color	\$10.00
Land Use Maps/Aerials	\$50.00
Certified Copy	Add \$1.00
CD or DVD – supplied by City	\$0.25 each
CD or DVD – from requestor	No Charge
Flash Drive – supplied by City	\$5.00
Flash Drive – from requestor	No Charge

Service Charges

Per *Florida Statutes*, a fee based on the custodian's, or his or her designee's rate of pay will be charged for extensive time, use of information technology, resources, or clerical labor. Extensive means **more than one hour** to locate, research, review, remove confidential or exempt material, copy, and re-file the requested material.

If your request will incur service charges, you will be provided with an estimate prior to the request being produced. Charges will be calculated at the current rate of pay for the records custodian and/or his/her designee.

Estimated cost of extensive research and/or costs for copies must be paid in advance. Any differences will be collected or refunded when the material is ready.

Requests delivered via email do not have copy charges; however, service charges may still apply.

Note: There are no copy charges to inspect records; however, service charges may still apply.