



## PUBLIC RECORDS REQUEST (FORM TO BE COMPLETED BY STAFF ONLY)

Date of Request: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**IMPORTANT NOTE TO STAFF:** *FL Statutes ensures the anonymity of any one requesting public records. There is no requirement for a citizen to supply contact information (such as their name, address, phone number) make their request in writing, or give a reason why they are making the request.*

8 ½ x 11 Paper: \$0.15 per page	CD/DVD: \$1.00 each	Large Plans: Actual Cost to send out
8 ½ x 14 Paper: \$0.20 per page	Certified Copy: \$1.00	

Item(s) Requested	# of Pages	Cost
<b>TOTAL COST</b>		

**DEPARTMENT AND NAME OF STAFF MEMBER FILLING REQUEST:** \_\_\_\_\_

**STAFF TIME AND RATE REQUIRED TO FILL ORDER:** \_\_\_\_\_

(The first 30 minutes are free. Charge hourly rate of administrative staff for any time over 30 minutes)

*If the request will take a few days to answer, ask the requestor how they would like to be notified when the records are ready and how they want to receive them (Do they want to pickup, have them emailed, mailed, faxed, etc.) Keep in mind you can not ask for personal contact information. Let them volunteer their email address, phone number, fax number, mailing address if that's the method they choose to receive the requested records. Should the requestor wish to remain anonymous, staff shall provide the requestor with their name and extension number so the requestor may contact staff to pick up the requested material.*

### WARNING CONCERNING COPYRIGHT RESTRICTIONS/DISCLAIMER

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