

**City of Cedar Key
Public Records Request**

Public Records Policy Effective July 1, 2016

The City of Cedar Key is committed to providing access to information that allows citizens to hold government accountable.

Public records are defined as "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, 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 of official business by any agency."

Florida's Constitution and public records laws provide a right to inspect or copy such records unless specifically exempted by the Constitution or by Florida statute.

Public Records Request Procedure

Public records may be requested by emailing cityhall@cedarkeyfl.us, or by calling City Hall at (352) 543-5132 from 8:30 am until 4:00 pm. Requestors are not required to provide their identity or purpose for seeking the records.

We will acknowledge a new request as soon as practicable and may provide one or more of the following initial responses:

- A statement that the City of Cedar Key is initiating a search for responsive records
- An inquiry to clarify the scope of the request when more information is necessary to initiate a search
- A statement that the City of Cedar Key does not have the requested records
- Referral to the proper custodian of the requested records
- An estimate of time required to fulfill the request
- An estimate of fees associated with processing the request

Duplication & Materials Costs

If documents are requested in hard copy or disc format, they may be provided upon payment of the following actual duplication and materials costs when applicable:

- One-sided Copy: \$ 0.15 per page of not more than 8½ x 14 inches
- Double-sided copy: \$ 0.20 per page of not more than 8½ x 14 inches
- All other duplication: Actual cost (material and supplies, not labor)
- Certified Copies: \$1.00 per page
- Packaging and shipping charges: Estimated costs may be changed to reflect actual cost.

Special Service Charge

A special service charge will continue to be imposed pursuant to section 119.07(4)(d), Florida Statutes, if the nature or volume of the requested public records requires extensive use of information technology

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resources and/or extensive clerical or supervisory assistance by agency personnel. This charge will be separate and in addition to actual duplication and material costs.

a. A special service charge will be warranted if the nature or volume of the requested records to be inspected or copied requires more than 30 minutes of agency resources. Once 30 minutes of agency resources have been expended on a request, the charge will apply only to any time expended in addition to the first 30 minutes. Therefore, there will not be a special service charge for the first 30 minutes of time regardless of how long it takes to fulfill the request.

b. Clerical or supervisory assistance includes searching for and/or locating the requested record, reviewing records for legally exempt or confidential information, withholding or redaction of such exempt or confidential information, and preparing, copying, and refileing of the requested records.

c. If multiple agency divisions are involved, the special service charge will be based on the aggregate amount of time expended by all personnel and information technology resources when applicable.

d. The rate charged for clerical or supervisory assistance will be based on the lowest paid full-time personnel in the Office of Open Government capable of processing public records requests (salary and benefits), even if a specific request requires labor by higher paid employees (such as managerial review). In those cases where legal review is necessary, the charge will be at the lowest attorney rate (salary and benefits) in the Office of General Counsel.

Cost Estimate and Payment

Upon receiving requests for public records, the City of Cedar Key will provide an itemized estimate to the person initiating the request. The estimate will include the hours required, the estimated service charge for extensive labor, and actual duplicating or other material costs. If upon receipt of an initial estimate of charges, a request is changed or otherwise limited in scope (limiting individuals or agency divisions, for example), the person initiating the request will be provided with a new estimate of charges.

Review and redaction will not begin until payment of the estimated charges is received. If the actual time required to process the request exceeds the initial estimate, the actual cost must be paid before the records are released.

Reducing Costs and Limiting Charges

Labor costs can be reduced significantly if requests include keywords instead of open-ended terms such as "all documents or emails." Similarly, narrowing a request to certain individuals or a particular date range can greatly reduce the use of extensive labor.

Non-Responsive Requestors

If a requesting party fails to respond to inquiries for clarification, cost estimates, or any other communication from the City of Cedar Key for 30 business days, the request will be closed. A non-responsive request may be resubmitted and will be processed as a new request.

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NOTE: No fields are required, per Chapter 119, Florida Statutes; however, if you choose to make a public records request using this form, please provide at least one method of contact.

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Date Range of the records requested (ie: from 11/1/10- 1/31/11):

Please provide as much detail as possible about the record(s) being requested:

If requesting emails, list all email addresses or agency employee's names to be included.

Search Terms for email search:

For Office Use:	Date Received: _____
Office Employee: _____	Date/ Time Start: _____ Date/ Time End: _____