



## PUBLIC RECORDS REQUEST FORM

*(per Chapter 119, Florida Statute, completion/submission of this form is optional)*

Name \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Records Requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### FEE SCHEDULE

<u>DESCRIPTION OF RECORDS</u>	<u>COST</u>	<u>ESTIMATE</u> <i>(subject to change)</i>
Black & white or color, single-sided	\$.15 per page	
Black & white or color, double-sided	\$.20 per page	
Certified Copies	\$1 per Certification	
Postage	Actual Cost	
Electronic Media, i.e., CDs, USB drives, audio tapes, etc.	Actual Cost	
Third-party duplication services	Actual Cost	
Library Maps 24" x 36"	\$30	
Library Maps 34" x 44"	\$45	
Extensive Staff Time	\$6.25 per quarter hour after first 30 minutes	

All other sizes of paper or other materials necessary to fulfill a request shall be charged at a rate equal to the City's actual cost. These items include, but are not limited to, photographs, maps, over-sized documents and aerial photographs.

There shall be no **additional** charges for the delivery of records by electronic mail or facsimile.

A 50% advance deposit shall be collected for requests estimated at \$25 or more. Payment can be made by check, money order, cashier check, credit card (Visa, MasterCard, Discover) or cash. All applicable fees and charges must be paid in full prior to the delivery of requested records. Records may be withheld and any pre-paid deposit forfeited should the requestor fail to pay all applicable fees and charges. Any requestor who has previously failed to pay all applicable fees and charges when due and payable shall be required to pay a deposit of one hundred percent (100%) before the processing of any subsequent public records requests.

### **OFFICE USE ONLY**

Request Received by: \_\_\_\_\_  
 Date/Time Received: \_\_\_\_\_  
 Department(s) Forwarded to: \_\_\_\_\_  
 Requestor Contacted: \_\_\_\_\_ (1<sup>st</sup> attempt)  
 Requestor Contacted: \_\_\_\_\_ (2<sup>nd</sup> attempt)  
 Requestor Contacted: \_\_\_\_\_ (3<sup>rd</sup>/final attempt)

A copy of the City's Public Records Request Policy is available upon request.

**If submitting this form by e-mail, please send to [pr@pgorda.us](mailto:pr@pgorda.us).**