

INSPECTION & EXAMINATION OF PUBLIC RECORDS

EVERY PERSON WHO HAS CUSTODY OF A PUBLIC RECORD SHALL PERMIT THE RECORD TO BE INSPECTED AND EXAMINED BY ANY PERSON DESIRING TO DO SO, AT ANY REASONABLE TIME, UNDER REASONABLE CONDITIONS AND UNDER SUPERVISION BY THE CUSTODIAN (DESIGNEE) OF THE PUBLIC RECORD. THE RULES LISTED BELOW SHALL COVER THE CHARGES FOR THIS SERVICE.

AUTHORITY: F. S. 230.22 (1) (2)
F. S. 119.07

Policy Adopted: 10/16/90

AMENDED RULES APPROVED: 6/2/92

RULES

1. For duplicated copies of not more than 14" x 8 1/2" in size, a fee of fifteen (15) cents per one-sided copy shall be charged. For all other copies, the actual cost of the copy shall be charged. For purposes of this rule, "actual cost" shall mean the cost of materials and supplies used to duplicate the record, but not the labor cost or overhead cost.
 2. The Board shall charge an additional five (5) cents (total of twenty (20) cents) for each two-sided duplicated copy.
 3. The Board authorizes the Superintendent to charge an additional reasonable charge for the labor and overhead associated with the duplication of oversized documents, such as maps, photographs, blueprints, computer reports and labels, etc.
 4. If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by district personnel, the Superintendent (designee) may charge in addition to the actual cost of the duplication, the labor cost of the personnel providing the service. For purposes of this rule, "extensive" means that it will take more than fifteen (15) minutes to locate, review for confidential information, copy and refile the requested material.
- ~~5.~~ 4. The Board may charge up to one dollar (\$1.00) per copy for a certified copy of a public record.

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