



Public Records Request

SEND BY MAIL TO:

Public Records Coordinator
227 North Bronough Street
Suite 2100
Tallahassee, Florida 32301

Email:

publicrecords@justiceadmin.org

OR RETURN THE FORM IN PERSON:

Public Records Coordinator
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301

Office Hours: Monday through Friday, 8 a.m. to 5 p.m., except state holidays

Website: <https://www.justiceadmin.org>

Cost Recovery Policy

Upon receiving requests for public records, if applicable, the Justice Administrative Commission 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 duplication or other material costs.

Fees:

- A special service charge will be imposed if the nature or volume of public records requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both.
- Clerical or supervisory assistance includes searching for and or locating the requested record(s), reviewing for statutorily exempt information, redaction of statutorily exempt information, preparing, and copying the requested record(s).
- A special service charge will be charged if the nature or volume of the public records requested requires more than 1 hour of agency resources or greater than 100 pages of documentation.
- The charge for clerical or supervisory resources will be no greater than the hourly rate, including benefits, of the lowest paid personnel capable of providing such services.
- When documents can be sent by email, we will do so in the interest of efficiency and to minimize costs. In these cases we will only charge a service charge for extensive time. However, when a large volume of documents is requested and must therefore be copied to a CD or DVD, the costs of those materials will be recovered.
- If the record is readily available in electronic form, then we will copy onto a CD or DVD, as needed. You will be charged for the actual costs of the disk, not for the time to copy the documents onto the media.

If the cost for providing paper or electronic copies of records is less than \$25.00, including postage and special service charges, the records will be provided at no charge.

Collecting Recovered Costs:

- If a special service charge is imposed, the requestor will be provided an estimate of the costs.
- Payment will be collected before documents are copied, reviewed, redacted, or otherwise processed if their production meets the threshold for extensive time or material costs.
- If the actual costs incurred is less than the estimate, the overpayment will be refunded to the requestor. Before the requested documents, if actual cost is in excess of the estimate, the requestor will be required to remit additional monies.
- In the event the requestor fails to pay the cost(s), the requested public records will not be released.

Material Costs:

One-sided Copy: \$ 0.15 per page

Double-sided copy: \$ 0.20 per page

CD-ROM/DVD: \$1.00 each

Packaging and shipping charges: Estimated costs may be changed to reflect actual cost incurred.

Reducing Costs and Limiting Charges:

- Labor costs can be reduced significantly if requests include specific keywords and timeframes as opposed to “all documents or emails.” Similarly, narrowing a request to certain individuals or divisions can greatly reduce the use of extensive labor.
- We will advise direct you of free, online sources whenever possible.
- Consider refining your request for documents to provide better results and reduce unnecessary or duplicative costs.

Request Form

Pursuant to Chapter 119, Florida Statutes, **no fields are required**; however, **if you choose to make a public records request using this form**, please provide at least one method of contact, with a subject and detailed request.

In order to help us provide you the best response to your request, please carefully consider providing specific information. Please know that broad requests can take longer to fulfill and may become costly for the requester.

Contact Details

Name: _____

Organization: _____

Street: _____

City: _____

State: _____

Zip: _____

Email: _____

Phone No. _____

Request Details

Date Filed: _____

Subject: _____

Date Range of the Records

Requested (e.g., from 7/1/10-6/30/11):

Detail:

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

Voluntary

Voluntary