



## PUBLIC RECORDS REQUEST

### Florida Constitution, Article I, Section 24(a)

"Every person has the right to inspect a copy of any public record made or received in connection with the official business of any public body . . ."

### Florida Statute 119.011

"Public Records means 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 of any agency."

### Florida Statute 119.07

"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 of the public record or the custodian's designee."

Most records are promptly available to the public upon request. Copies of non-confidential, public records are available at the statutory rate of 20 cents per page, upon your request.

The information listed below is requested (**but not required**) to expedite your request and document file activity.

### SUBJECT OR NAME OF FILE(S) OR RECORD(S):

1. \_\_\_\_\_
2. \_\_\_\_\_

**TIME PERIOD: FROM** \_\_\_\_\_ (MONTH, DAY, YEAR) **TO** \_\_\_\_\_ (MONTH, DAY, YEAR)

**COPIES REQUESTED: YES** \_\_ **NO** \_\_ **REVIEW OF FILE: YES** \_\_ **NO** \_\_

### LIST RECORD(S) TO BE COPIED BELOW:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### The Contact Information Below is NOT Required

If you wish to be contacted when the records are available, please include the appropriate information:

**NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_



### General Fees\*

Photocopies	Fee
One-Sided	\$0.20 per Copy
Two-Sided	\$0.25 per Page
Other	Actual Cost
Certified	\$1.00 per Copy

Postage/Shipping By Weight & Delivery Type

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\*Florida Statutes provide guidelines for fees regarding the services involved in Public Records access and duplication. You may discuss the request and fees with Wayne Fusco, Assistant Supervisor of Elections. (Chapter 119.07(4)(d), F.S.)

In addition, extensive use of information technology resources and/or extensive clerical or supervisory assistance by Elections Office personnel in retrieval of the requested public record(s) will require payment for the use of such information technology resources and/or labor cost of personnel providing the service. (Chapter 119.07(4)(d), F.S.)

**NOTICE:** Pre-payment may be requested in order to initiate extensive services or processes.

For further information contact Wayne Fusco, Assistant Supervisor of Elections at (904) 823-2238 or [wfusco@votesjc.com](mailto:wfusco@votesjc.com)

You can fax the completed form to (904) 823-2238 or mail to:

Supervisor of Elections  
4455 Ave. A, Suite 101  
St. Augustine, FL 32095  
Attn: Wayne Fusco

OFFICE USE ONLY:

Tracking # \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Done \_\_\_\_\_ Time \_\_\_\_\_

# Vicky Oakes

St. Johns County Supervisor of Elections

Fee Schedule	FY '12
Public Records Request (exceeding 15 minutes - F.S. 119.07 special service charge)	Actual cost of duplication + cost incurred for extensive use of information technology resource and/or the labor cost of the personnel providing the service
E-Mail Searches (exceeding 15 minutes - F.S. 119.07 special service charge)	Actual cost of duplication + cost incurred for extensive use of information technology resource and/or the labor cost of the personnel providing the service
Retrieval of Offsite Stored Information (please allow time for delivery)	\$28.00
Return Check Charge (In Accordance with F.S. 68.065):	
- Face Value =<\$50	\$25.00
- Face Value =<\$300	\$30.00
- Face Value >\$300	The Greater of \$40.00 or 5% of Face Value