



Melissa Arnold

PUBLIC RECORDS REQUESTS
COST RECOVERY POLICY

Charges for public records are in accordance with Florida Statute 119.07(4) & 100.371(11)(b)

Special Service Charge	<p>\$20.00 per hour, per staff member</p> <p>\$ 54.80 per hour, Unique requests necessary for SOE to handle:</p>	<ul style="list-style-type: none"> • ANY request that exceeds 15 minutes • In addition to cost of copies • Includes tasks such as the time it takes to search for hardcopy records, computer research, remove exempt data, photocopy a record, on-site inspection, photocopy redaction, supervise the records during inspection, re-file the records, etc.
Single Sided Copy	18¢ one-sided	Not larger than 8.5x14
Double Sided Copy	22¢ two-sided	Not larger than 8.5x14
All Other Copies	Actual Costs	(Materials & Supplies)
Certified Copies	\$1.00 per page	Includes county seal & signature
Mailing	\$20.00 shipping & handling	In addition to cost of copies
Faxing	\$20.00 up to 10 pages maximum	In addition to cost of copies
Emailing	\$20.00 up to 5MB	In addition to cost of copies
Petition Verification	17¢ per petition verified	Increasing to 47¢ on Feb 2, 2022