



*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)

<b>Special Service Charge</b>	\$20.00 per hour, per staff member	<ul style="list-style-type: none"> <li>• ANY request that exceeds 15 minutes</li> <li>• In addition to cost of copies</li> <li>• 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.</li> </ul>
<b>Single Sided Copy</b>	15¢ one-sided	Not larger than 8.5x14
<b>Double Sided Copy</b>	20¢ two-sided	Not larger than 8.5x14
<b>All Other Copies</b>	Actual Costs	(Materials & Supplies)
<b>Certified Copies</b>	\$1.00 per page	Includes county seal & signature
<b>Mailing</b>	\$20.00 shipping & handling	In addition to cost of copies
<b>Faxing</b>	\$20.00 up to 10 pages maximum	In addition to cost of copies
<b>Emailing</b>	\$20.00 up to 5MB	In addition to cost of copies
<b>Petition Verification</b>	17¢ per petition verified	Increasing to 47¢ on Feb 2, 2022