

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### CHARGES FOR COPIES OF PUBLIC RECORDS

3.07

1. Copy Charges. Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records not exceeding 8 1/2" x 14" in size shall be fifteen (15) cents for each one-sided copy or twenty cents for each two sided copy, unless a different fee is otherwise prescribed by Florida Statutes. A one dollar (\$1.00) fee shall be assessed for a certified copy of a public record.
2. Electronic Records. Audio, video, and other materials shall be charged at the actual cost of duplication as determined by the Superintendent.
3. Additional Charges For Review and Redaction. If the nature or volume of public records requested to be inspected, examined, copied or redacted pursuant to this paragraph is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by District employees, the District may charge, in addition to the actual cost of duplication, a service charge. The service charge shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service. "Information technology resources" means data processing hardware and software, personnel, facility resources, maintenance, and training.
4. Delegation of Authority. The Superintendent is authorized to enact procedures and guidelines to implement this rule.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

119.07(4), F.S.

#### HISTORY:

ADOPTED: 8/18/98  
REVISION DATE(S): 6/8/04; 1/12/16