

REQUEST FOR PUBLIC RECORDS

I, \_\_\_\_\_, who's legal address is \_\_\_\_\_, do hereby request the Town of Montverde, Under provisions of Florida Statute 119.07, the following documentation or review of public records or information is furnished to me:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

119.07 Inspection and examination of records: exemptions

- (1) (a) 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 upon payment of the fee prescribed by law or, if a fee is not prescribed by law, the duplicated copies of not more than 14" x 8 1/2", upon payment of not more than 15 cents per one sided copy, and for all other copies, upon payment of the actual cost of duplication of the record. An agency may charge no more than an additional 5 cents for each two-sided duplicated copy. For the purposes of this section, duplicated copies shall mean new copies produced by duplicating, as defines in s. 283.30. The phrase "actual cost of duplication" means that cost of the material and supplies used to duplicate the record, but it does not include the labor cost of overhead cost associated with such duplication. However the charge for copies of county maps or aerial photographs supplied by county constitutional officers may also include a reasonable charge for labor and overhead associated with their duplication. Unless otherwise provided by law, the fees to be charged for duplication of public records shall be collected, deposited, and accounted for in the manner prescribed for other operation funds of the agency. An agency may charge up to \$1.00 per copy for a certified copy of a public record. (b) If the nature or volume of public records requested to be inspected, examined, or copied pursuant to this subsection is such as to require expensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources of the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both, "information technology resources" shall have the same meaning as in s.282.303 (13).

I have read the above portion of Florida Statute 1109.07 relating to applicable costs, and agree to the payment thereof, and I have also received the above-mentioned items that I have requested.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature