

ADMINISTRATIVE DIRECTIVE #27

Public Records Request

The City of Lake City will follow Florida Statute Chapter 119 as it relates to public records.

To ensure full compliance with the law the following procedures are to be utilized by all city staff in response to a public records or information request.

Procedures

All public requests (excluding Police and Fire incident related reports) for records or information must be forwarded to the City Clerk's office. This includes written and unwritten requests. It is very important that any staff coming in contact with a public records request know the following: the requestor does not have to provide the request in writing, the requestor does not have to provide his/her name and can make an anonymous request, and the requestor can not be asked to provide a reason for the request or any other information.

In processing an unwritten public records or information request, please make sure the information or documents being requested is clearly understood. Once a request has been received, the City has an obligation to comply with the request. It shall be the responsibility of the staff person or designee of the department director to condense any unwritten request into memo format or email to the City Clerks office. If you are uncertain about the request, please do not hesitate to ask the requestor to contact the City Clerks office directly at 719-5756.

Written requests for public records or information should be directly forwarded to the City Clerks office for processing.

Upon receipt of any public records request the City Clerks office will assign a tracking number. The content of the request will determine the department the request is then forwarded to. At times several different departments may be involved in fulfilling the same public records request. Any department receiving notification of an official public records or information request shall respond in a timely manner. The City Clerks office will be responsible for the release of all public records or information requests. In the absence of the City Clerk and the Deputy City Clerk for any period of time exceeding twenty four hours the City Managers Office shall serve as the designate for all public records requests.

Fees

The City of Lake City follows Florida Statute Chapter 119.07 relating to the imposition of charges for public records. If the nature or volume of public records requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency, 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 or 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.

The City of Lake City defines "extensive" as follows: more than fifteen (15) minutes to locate, research, review and redact, copy, and/or answer questions and re-file the material.

Occasionally, requestor may need to review records directly on City computers. The City of Lake City shall permit records to be inspected and copied, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records. Because of exemptions to Chapter 119 of the Florida Statutes, there may be sensitive information the public is not authorized to see. These reviews need to be scheduled through the City Clerks office.

It is important to note the Public Records Act does not require the City to produce an employee to answer questions regarding the records produced. However, the City Manager may elect or authorize a designee to answer questions regarding records or information produced.

Listed below are the duplication fees for public records

Paper size 8 1/2" x 11", 8 1/2" x 14, or 11" x 17"

1-15 pages:	Free (no charge)
16+ pages:	\$0.15 per page
Double sided copies	\$.20 per page

Paper size (Plans)

Actual cost of duplication

Certified Copy

1+ pages: \$1.00 per certified document

Postage Fees

Actual cost of mailing

Audio Tape and CD fees

Audio tapes	\$2.00 (or the exchange of an equivalent tape)
Data CD	\$5.00 (or the exchange of an equivalent CD)
Audio CD	\$5.00 (or the exchange of an equivalent CD)

Audio tapes and/or CDs (if applicable) will take a couple of days to reproduce.

Electronic Requests

The City of Lake City will not charge requestors for electronic production of documents providing the documents are in electronic form and the request does not exceed fifteen (15) minutes to email. Requests exceeding the fifteen (15) minutes may be assessed staff time.

Staff Time

Please note any public records or information requests taking more than fifteen (15) minutes to complete may be assessed staff time. The City of Lake City will not exceed \$25.00 per hour on any staff time charged. Requests requiring extensive resources may require a deposit.

If you have any questions about these procedures or fees, please contact City Clerk Audrey Sikes at 719-5756 or Deputy City Clerk Michele Greene at 719-5826.

1-22-2008

Date approved by City Council

Stephen M. Witt

Authorized Signature-Mayor Stephen M. Witt