

DATE RECEIVED: \_\_\_\_\_

DATE AVAILABLE: \_\_\_\_\_



## **GADSDEN COUNTY**

### **BUILDING & PLANNING DEVELOPMENT**

1-B East Jefferson Street, Quincy, Florida 32353

(850)-875-8663 Fax: (850)875-7280

## **PUBLIC RECORDS REQUEST**

Florida Statute 119.011

“PUBLIC RECORDS MEANS ALL DOCUMENTS, PAPERS, LETTERS, MAPS, BOOKS, TAPES, PHOTOGRAPHS, FILMS SOUND RECORDINGS, DATA PROCESSING SOFTWARE, OR OTHER MATERIAL REGARDLESS OF THE PHYSICAL FORM, CHARACTERISTICS, OR MEANS OF TRANSMISSION, MADE OR RECEIVED PURSUANT TO LAW OR ORDINANCE OR IN CONNECTION WITH THE TRANSACTION OF OFFICIAL BUSINESS OF ANY AGENCY.”

Florida Statute 119.07

“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 OR THE CUSTODIAN’S DESIGNEE.”

### **PROCEDURE:**

Most County records are promptly available to the public upon request. However, to ensure file content is not compromised, files will not be loaned out and may not be removed from the county department or office. Files are available to be reviewed by appointment.

The procedure for inspecting or obtaining copies of public record(s) is as follows:

1. A request must be submitted to the County identifying the public record(s) sought with reasonable specifications such as issuer, name of document, date, etc.
2. The County will act diligently to locate and produce requested public records. However, allow five (5) work days to respond. If an extraordinary volume of records is requested, the county will advise the requestor in writing within the five (5) work day period which provides the county with an additional seven (7) work days to respond by statute.
3. An appointment will be scheduled for the review of files.
4. The County will assess a reasonable charge to access, search for, duplicate, and supply requested public records. There is fee for the county’s services which must be paid before the records are received. The County will charge the hourly rate of pay for the time expended by its employees in searching for and reproducing the record. The County will also charge for copying

at the rate of \$0.15 per page for letter size duplication, \$0.20 per page for legal size duplication, \$0.30 per page for 11" x 17" duplication.

**RECORDS REQUESTED:**

The information listed below is requested to expedite your request and document public records request activity.

**REVIEW FILE:** YES \_\_\_\_ NO \_\_\_\_

**REVIEW DATE:** \_\_\_\_\_ **REVIEW TIME PERIOD: FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**LIST RECORD(S) OR FILE(S) REQUESTED TO BE PULLED FOR REVIEW:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**COPY ENTIRE FILE:** YES \_\_\_\_ NO \_\_\_\_ (If the entire file is not requested please indicate the specific documents that you are requesting copies of. Please provide the date of issuance of the document when possible.)

**SUBJECT OR NAME OF FILE(S) OR RECORD(S) TO BE COPIED:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**THE CONTACT INFORMATION BELOW:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** ( ) \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**SIGNATURE OF REQUESTOR:** \_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_

**YOU WILL BE CONTACTED WHEN THE REQUESTED RECORDS ARE AVAILABLE TO BE REVIEWED AND/OR WHEN REQUEST COPIES MAYBE PICKED UP OR E-MAILED.**