

City of Longwood

Public Records Policy & Procedure

The City of Longwood shall comply with Chapter 119, Florida Statutes.

I. Purpose:

To comply with the public records law and establish consistent procedures for efficient processing of public records.

II. Policy:

A. It is the policy of the State of Florida that all state, county, and municipal records, except those exempted by law, shall at all times be open for personal inspection, examination, and/or copying.

B. Public Records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, 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.

III. Procedures:

A. Processing Public Records Requests.

1. Requests for Readily Available Documents:

Readily Available Documents are those that are easily retrievable, regularly disseminated to the public and do not require additional review in order to determine whether they contain exempt information. Any employee who receives a request for this type of information should comply by providing review and/or a copy of the information as requested. When the documents are readily available, there should not be any charge for the labor in retrieving the requested documents, but any copies purchased by the requestor should be charged as provided by City Code.

If a request for public records is not readily available, staff should e-mail the request to the City Clerk in order to coordinate obtaining the public records.

2. Requests for Other Documents:

a. Although it cannot be required of them when asking for numerous different public records, the requestor should be encouraged to put their public records requests in writing. This will assist staff in clarifying the exact scope of the request. Requestors should specify whether they wish to simply inspect records or obtain copies. You cannot require the requestor to give their name, address, telephone number or ask why they want a copy of the public record.

b. Departments receiving an e-mailed public records request from the City Clerk will respond to the City Clerk as soon as possible as to whether

they have any responsive documents and what the estimated amount of retrieval time will be. If any of the responsive documents are stored off-site, the office will immediately notify the City Clerk and will request the retrieval of the responsive records.

- c. If departments retrieval of the records will take more than an hour, the City Clerk shall be informed in order to contact the requestor with an estimated labor charge for the retrieval. Departments should provide the City Clerk with the name and hourly pay rate of the employee who will be doing the retrieval. The benefits multiplier shall be added to the labor charge.
- d. The City Clerk shall notify the requestor of the estimate and confirm whether the requestor is willing to pay the labor charges and copying charges, if any. The City Clerk will confirm with the requestor that the city must be paid in advance of the requestor s receipt of the records. For large requests (those requiring more than \$50 in labor charges or more than \$15 in copy charges), the city shall require an advance deposit prior to beginning retrieval.
- e. The city shall make every effort to respond fully to all public records requests within forty-eight (48) hours of their receipt and the City Clerk shall be responsible for monitoring compliance with the forty-eight (48) hour performance standard. Again, readily available documents shall be furnished immediately.
- f. Requests for documents which may contain information which is exempt from disclosure under Florida law may be delayed until the records can be reviewed and redacted as necessary by the Personnel Department.
- g. Florida law provides a schedule for the length of retention of various types of public records. Staff shall contact the City Clerk for assistance in determining the correct retention schedules and to arrange for destruction in accordance with the state mandated procedures. **In no event shall staff proceed with destruction of records that are subject of a current public records request or records that are currently at issue in pending litigation. The destruction of public records must be approved in writing by the City Administrator.**

3. Media Requests:
Requests from the media for public records shall be handled consistently with the procedures outlined above.

B. Charges for Public Records.

1. General:
 - a. The charge for duplication of a one-sided letter size (8-1/2 x 11), legal size (8-1/2 x 14) or oversize (11 x 17) document, capable of being reproduced on existing city equipment, shall be fifteen cents (\$.15) per copy. Duplication of two-sided pages shall be twenty cents (\$.20) per copy.

- b. For large, single documents not covered above (i.e., blueprints, maps, plats, etc.), the charge shall be the actual cost to the city for outside reproduction.
 - c. For books and other multi-page volumes printed by the city (i.e., annual budget, Longwood Historic District Code Book, Longwood Historic District Master Plan), the charge shall be the actual cost to the city for outside reproduction.
 - d. The charge for computer printouts shall be one dollar (\$1.00) per page.
 - e. The charge for city maps shall be one dollar and twenty five cents (\$1.25) per map.
 - f. The charge for a City Charter shall be two dollars (\$2.00) per copy.
 - g. The charge for a City Code (without a binder) shall be thirty five dollars (\$35.00) per copy.
 - h. The charge for Supplements to the City Code shall be twenty five dollars (\$25.00) per year.
 - i. The charge for a Comprehensive Plan shall be ten dollars (\$10.00) per copy.
 - j. Planimetric and topographic maps, 1 sheet, 1 section, 1 inch=200 feet shall be fifteen dollars (\$15.00).
 - k. Planimetric mapping only, 1 sheet, 1 section, 1 inch=200 feet shall be twelve dollars (\$12.00).
 - l. Planimetric mapping only, 1 sheet, _ section, 1 inch=100 feet shall be ten dollars (\$10.00).
 - m. Aerial photograph, 1 sheet, 1 section, 1 inch=200 feet shall be five dollars (\$5.00).
 - n. The charge for a certified copy of public record shall be one dollar (\$1.00) per certification, plus the applicable copying charges.
2. Multi-Media Public Records Requests:
- a. If a photographic reproduction is requested, the charge shall be \$3.50 each for 5"x 7" prints and \$7.00 each for 8"x 10" prints.
 - b. The charge for copies of cassette tapes shall be two dollars (\$2.00) per cassette.
3. Information Systems:
- a. The charge for output to any other medium (i.e., diskette, compact disk, etc.) shall be the cost to the City for such medium.
4. Labor Charges:
For extraordinary requests requiring more than 30 minutes of staff time, a labor charge will be imposed. Such charge shall be the result of the employee's hourly rate of pay plus benefits, multiplied by the actual time worked to accommodate the request and measured in tenths of an hour.
5. Revenue Collection and Receipts:
A receipt for payment of costs associated with public records request shall be given to the requestor upon payment of the levied fee.

IV. Forms:
Request for Copies/Service Form

V. Effective Date:
Adopted by the City Commission on July 19, 2004.