

# **Inspection and Copying of Public Records; Questions Asked at Meetings of the Board of Supervisors**

**Approved by the Board of Supervisors 7/17/09**

## ***1. Inspection and Copying of Public Records***

- A. All requests for inspection of public records and copies of public records of the Sun 'n Lake of Sebring Improvement District, its contracted service providers and its employees will be directed to the Board Secretary/Administrative Assistant at the District Office, 5306 Sun 'n Lake Blvd, Sebring, Florida 33872: (863) 382-2196
- B. There will be a charge of \$0.15 per page for standard one- sided legal or letter size copies. There will be a charge of \$0.20 per page for standard two- sided legal or letter sized copies. For all other copies of public records, the actual cost of the duplication of the public record will be charged. An additional fee of \$1 per copy will be charged for a certified copy of a public record. The cost of requested packaging and mailing or other requested delivery of the requested public records will also be charged.
- C. 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 contracted services or personnel of the Sun 'n Lake of Sebring Improvement District, or both, the Sun 'n Lake of Sebring Improvement District will 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 Sun 'n Lake of Sebring Improvement District or attributable to the Sun 'n Lake of Sebring Improvement District, for the contracted services , clerical and supervisory assistance required, or all three. For purposes of this policy, "extensive" means that it will take more than 15 minutes to locate, review for confidentiality information, copy, and refile the requested public records and also includes the time, if any, for clerical personnel to remain with an individual inspecting public records to ensure that no records are altered, destroyed or removed. The special service charge will be computed to the nearest quarter of an hour exceeding 15 minutes based on the current rate of pay, including wages, overtime, the employer portion of federal and state payroll taxes, unemployment compensation taxes, workers compensation insurance, retirement plan contributions, and health insurance costs for the person who performed the service and will be assessed regardless of whether any copies are made and regardless of the number of individual copies made.
- D. Where provision of another room or place is necessary to photograph public records, the expense of providing that other room or place shall be paid by the person desiring to photograph the public records. The person making the photographs will also be charged for supervision services. Those supervision charges will be computed to the nearest

quarter of an hour exceeding 15 minutes based on the current rate of pay, including wages, overtime, the employer portion of federal rate and state payroll taxes, unemployment compensation taxes, workers compensation insurance, retirement plan contributions, and health insurance costs for the person who performed the service.

- E. Payment of copying costs assessed pursuant to paragraph (b) of this policy must be received before copies will be made. Payment of certification costs assessed pursuant to paragraph (b) of this policy must be received before the copies will be certified. Payment of packaging and delivery costs assessed pursuant to paragraph (b) of this policy must be received before copies will be packaged and delivered.
- F. Prior to directing, performing or providing extensive use of information technology resources or extensive clerical or supervisory assistance by contracted services or personnel as described in paragraph (c) of this policy or directing or providing supervision services as described in paragraph (d) of this policy, the Board Secretary/Administrative Assistant shall make a reasonable estimate of the expected cost of that extensive use of information technology resources or extensive clerical or supervisory assistance by contracted services or personnel described in paragraph (c) of this policy or that use supervision services as described in paragraph (d) of this policy and shall deliver a written statement of that estimate to the requestor for approval. No extensive use of information technology resources or extensive clerical or supervisory assistance by contracted services or personnel as described in paragraph (c) of this policy or supervisory services as described in paragraph (d) of this policy shall be performed or provided until the requestor has paid all past due fees, costs, expenses, and special service charges incurred pursuant to this policy and has delivered to the District Office of the Board Secretary/Administrative Assistant a deposit in the amount of the reasonable estimate made by the Board Secretary/Administrative Assistant and a written authorization to proceed, which shall include a statement accepting responsibility to promptly pay all costs assessed pursuant to paragraph (c) and (d) of this policy which exceed that deposit. If the deposit exceeds the costs assessed pursuant to paragraph (c) and (d) of this policy, that excess may, at the request of the payor, be applied to the costs assessed pursuant to paragraph (b) of this policy and the balance, if any, shall be promptly paid by the payor.
- G. When copies requested pursuant to this policy are available to be picked up or for mailing or other delivery, the requestor shall be notified, and that notification shall also indicate if any information is redacted from the copies provided as required by state law.
- H. The Board Secretary/Administrative Assistant is the coordinator/custodian of public records and information requests for the convenience of the public and to assure compliance with Florida law by coordinating responses to public record requests.