

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### COPYING OF PUBLIC RECORDS

**3.51**

- (1) Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records not exceeding 8 ½" x 14" in size shall be fifteen (15) cents for each one-sided copy or twenty (20) cents for each two-sided copy, unless a different fee is otherwise prescribed or permitted by Florida Statutes. A one dollar (\$1.00) fee shall be assessed for a certified copy of a public record.
- (2) Audio, video, and other materials shall be charged at the actual cost of duplication as determined by the Superintendent.
- (3) Copies shall be made by the appropriate staff members and reproduced at a time which does not interfere with the normal work duty.
- (4) If the nature or volume of public records requested to be inspected, examined, or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by District Employees, the District 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 District or attributable to the District for the clerical and supervisory assistance required, or both. "Information technology resources" means data processing hardware and software, personnel, facility resources, maintenance and training.

#### STATUTORY AUTHORITY:

**1001.41; 1001.42, F.S.**

#### LAWS IMPLEMENTED:

**119.07; 119.08; 1001.43; 1001.52, F.S.**

#### HISTORY:

**ADOPTED:**

**REVISION DATE(S): 11/14/05 (CITATION); 11/14/2011**

**FORMERLY: NEW**