



# CITY OF SEMINOLE

*Achieving Service Through Dedication*

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## *Office of the City Clerk*

### **PUBLIC RECORDS REQUEST**

It is the policy of the City to permit the Public Record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian or record coordinator of the public records, absent an exemption to the contrary. *Any person* includes Agency employees and Agency Officials when the record request is clearly beyond the scope of the duties, responsibilities and official business of the requestor.

**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, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of any agency.”

#### **HOW TO REQUEST PUBLIC RECORDS:**

Contact the office of the City of Seminole City Clerk via telephone, email, fax, mail or in person. Information /records requests are not required to be in writing and the person making the request is not required to identify him/herself.

Under Florida law, e-mail addresses are public records.

If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this office. Instead, contact this office by phone or in writing.

**9199-113th Street North**  
**Seminole, FL 33772**  
**Phone: 727.391.0204, extension 102**  
**Fax: 727.399.8406**  
**e-mail: [clerk@myseminole.com](mailto:clerk@myseminole.com)**  
**City website: [www.myseminole.com](http://www.myseminole.com)**

#### **PUBLIC RECORDS FEES:**

##### **PHOTOCOPIES**

Single-sided copies, up to 8 ½” x 14” - \$0.15 each

Double-sided copies, up to 8 ½” x 14” - \$0.20 each

Single-sided and double-sided copies up to 11" x 17" - \$0.20 each

Certified Copies \$1.00

Postage/Shipping By weight & delivery type

**For all other copies the actual cost for duplication may be charged.**

**SPECIAL SERVICE FEE/EXTENSIVE USE FEES:**

When the nature or volume of public records requested to be inspected, examined, or copied is such as to require *extensive* use of information technology resources or *extensive* clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the cost of duplication, a special service charge, which shall be based on the cost incurred for such extensive effort. The term "extensive use" means any time longer than 30 minutes needed to locate/retrieve, review for confidential information, and copy. To comply with this provision, the custodian or record coordinator shall collect the estimated service charge in advance in addition to the fee for duplication. The service charge shall be calculated using the hourly wage of the employee performing the service. If the estimated fee for duplication and service charge represent an overpayment upon completion of the effort, a refund shall be made to the requestor. If the estimated fee for duplication and service charge represent an underpayment upon completion of the effort, the custodian or record coordinator shall collect the remaining balance due prior to delivery of the Public Record.

**PUBLIC RECORDS EXEMPTIONS:**

Not every record generated by local and state government is open for inspection. Some public records are provided by law to be confidential or exempt from the public disclosure requirements of Section 119.07(1), F.S., and Section 24(a), Article I of the State Constitution.

Section 119.071, F.S., lists certain records that are exempt from public disclosure, usually for reasons of public safety, public health, law enforcement, and/or personal privacy, and additional exemptions are specified elsewhere throughout the Florida Statutes.