



# CITY OF SEMINOLE

*Achieving Service Through Dedication*

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## *Office of the City Clerk*

### **PUBLIC RECORDS REQUEST**

#### **FLORIDA STATUTES CHAPTER 119 (1):**

It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.

#### **FLORIDA PUBLIC RECORDS STATUTES-119.07 (11) FREQUENTLY KNOWN AS FLORIDA'S PUBLIC RECORDS LAW “:**

“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 writing and the person making the request is not required to identify him/herself.

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

#### **FOR INFORMATION TO ACCESS RECORDS FROM GOVERNMENT ENTITIES:**

<http://www.leg.state.fl.us/statutes/index>. See Florida Statute 119.01  
<http://www.myflsunshine.com>

#### **DEFINITION OF A PUBLIC RECORD:**

Florida Public Records Statutes Section 119.011(12), F.S., defines "public records" to include: 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 by any agency.

**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.

**PUBLIC RECORDS FEES:**

**PHOTOCOPIES**

Number of Pages: \$0.15/pg (8 ½ x 11)  
\$0.20/pg (11 x 17)

Front/back \$0.20 (8 ½ x 11)  
Front/back \$0.20 (11 x 17)

Number of Pages: \$0.35/pg (Redaction)

Plans/maps/large scale documents Direct Cost

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

If the nature or volume of public records requested to be inspected or copied pursuant to this subsection 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 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 agency or attributable to the agency for the clerical and supervisory assistance required, or both.

CD-Rom: \$1.00  
DVD: \$2.00  
Postage/Shipping By weight & delivery type  
Check Return Charge: \$25.00

The Florida Statutes provide guidelines for fees regarding the services involved in Public Records access and duplication. Fees may vary among departments however. You may discuss the request and fee with the department holding the record. (Chapter 119.07 (4) (d), F.S.)

Most public records requests are completed within 2-3 business days, depending on how comprehensive the request is and the research required to complete the request.