

# **PUBLIC RECORDS REQUEST OF GILCHRIST COUNTY SCHOOLS**

Per FL Statute 119.07 Copies of public records may be obtained by making a request to the lawful custodian of the records. Costs of public records are set by FL Statute 119.07 and/or the Superintendent and/or the School Board.

For copes not exceeding 8 ½" x 14" one-sided:

15 cents per copy

20 cents per copy

For certified copy of a public record:

\$1.00 per copy

For CD copies of audio from single board meeting:

\$15.00

If the nature or volume of public records requested to be inspected or copies pursuant to this subsection in 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 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.

Special Service Charge = \$50.00 minimum

***After the number of copies is calculated an invoice will be sent to the requestor for payment.***

***GCSD accepts payments in the form of check or money order. Please make all payments out to Gilchrist County School District.***

***Public records requests will be fulfilled within 10 working days of receipt, unless the request is for mass amounts of data; then the request will be fulfilled in as timely a manner as possible.***

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Document(s) requested:

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Name of Person Making Request

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Company/Agency

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Signature of Person Making Request

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Date

☐ Check here if signed & submitted electronically

(09/18/07)