



## SECTION 20. FEE RESOLUTIONS

### 20.36 PUBLIC RECORDS FEES

**A. PURPOSE.** To establish a uniform procedure for the photocopying of public records by the various departments and divisions of the Board of County Commissioner for the general public at a reasonable cost, and to establish accountability of monies received for making photocopies of public records and the mailing of same by the various departments and divisions. Section 119.07, Florida Statutes, authorizes the establishment of fees for the cost of providing copies of public records.

### **B. DEFINITIONS.**

(1) "Board" means Board of County Commissioners of Seminole County, Florida.

(2) "Department" means departments or offices under the Board of County Commissioners and shall include Boards, Commissions and similar bodies appointed by the Board of County Commissioners.

(3) "Division" means an office under a department.

(4) "Public record" shall have the meaning set forth in Section 119.011(1), Florida Statutes.

(5) "Information technology resources" shall have the meaning set forth in Section 282.303 (10), Florida Statutes.

(6) "Extensive" shall mean use of staff resources in excess of 15 minutes.

### **C. SERVICE CHARGES.**

(1) The Department or Division shall make the following charges for services rendered by their respective offices in responding to public records requests. Copies of public records shall be available on a cash and carry basis. Cash, money orders and personal checks will be accepted. Checks and money orders shall be made payable to the Seminole County Board of County Commissioners.

(a) Fifteen cents (\$.15) for each copy of each page made by copy machine; provided that the copy paper size does not exceed 8 ½ " by 14" (legal size) and; provided, further that the copy is imprinted on one (1) side only.

(b) Twenty five cents (\$.25) for each copy of each page made by copy machine for 11" by 17" (ledger) and; provided, further that the copy is imprinted on (1) side only.



(c) An additional five cents (\$.05) for each copy as set forth in C. (1)(a) and (b), above, which is imprinted on two (2) sides.

(d) As to all other copies, the actual cost of duplication of the record or document.

(e) Electronic file copies shall be charged staff time, if extensive, as defined above.

(f) Video copies – Duplicate copies of televised meetings or productions shall be charged fees as set forth in the established SGTV policies.

(g) For Blueline Prints of Contour Aerials, FIVE AND NO/100 DOLLARS (\$5.00) per copy.

(h) For Mylar Prints of Contour Aerials, TEN AND NO/100 DOLLARS (\$10.00) per copy.

(i) For Blueline Prints of Historical Aerials, FIVE AND NO/100 DOLLARS (\$5.00) per copy.

(j) For Blueline Prints of Engineering Drawings, FIVE AND NO/100 DOLLARS (\$5.00) per copy.

(k) For Mylar Prints of Historical Aerials, TEN AND NO/100 DOLLARS (\$10.00) per copy.

(l) Mylar Prints of Engineering Drawings, TEN AND NO/100 DOLLARS (\$10.00) per copy.

(m) For Survey Corner Books, TWENTY AND NO/100 DOLLARS (\$20.00) per copy.

(n) If the copies are to be mailed at the request of the requestor, a charge of \$3.50 for handling plus all applicable postage expenses shall be made. Requests for public records to be mailed by a Department or Division shall be paid in advance.

(2) If the nature or volume of public records requested to be inspected, examined or copies is such to require extensive use of County technology resources or extensive clerical or supervisory assistance or both, the Department or division may charge an additional special service charge which shall be based on the cost incurred for the use of the technology resources as listed in the County Manager's policies setting forth such costs and hourly rate of personnel providing the services. This charge shall be based on the costs actually incurred.



(3) In the event that due to the size or configuration of a public record, it cannot be reproduced on equipment owned or operated by the County, the requestor shall pay in advance the estimated cost that will be charged to the County for outside reproduction services as the base copy charge. Full payment must be made prior to the release of the document to the requestor.

**D. INSPECTION OF PUBLIC RECORDS.** Public records are open to the general public to be inspected and examined by any person desiring to do so, at reasonable times, under reasonable conditions, and under the supervision by the custodian of the records or his designee. The Department or Division shall furnish photocopies of public records upon payment of charges within a reasonable time on a first-come-first-serve basis.

**E. PREPRINTED AND PRE-PRICED DOCUMENTS.** The charges established herein do not apply to preprinted or pre-priced documents which have established fee schedules approved by the Board, including, but not limited to, the Seminole County Code, the Land Development Code, County maps, aerial photographs.

**F. RECEIPTS FOR SERVICE CHARGES.** Departments and Divisions shall prepare a receipt for monies received for photocopying and mailing charges. One (1) copy will be given to the requestor, one (1) copy will be retained in the Department or Division and one (1) copy will be given to the Clerk's Office upon deposit of monies.

**G. DEPOSIT OF MONIES.** Any money received shall be deposited with the Clerk of the Circuit Court and credit that amount to a separate account in the general revenue ledger.

**H. AUTHORITY.** Resolution 98-R-104 adopted May 12, 1998  
Resolution 2005-R-99 adopted June 14, 2005  
Resolution 2007-R-42 adopted March 13, 2007