

## ADMINISTRATIVE POLICY

Subject: Public Records Requests

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### PURPOSE:

To establish a policy for ensuring compliance with Florida's Public Records Law and to establish fees that may be charged in accordance with Florida law.

### POLICY:

In accordance with Florida's Public Records Law, Chapter 119, F.S. records in the custody of the Martin County Supervisor of Elections are open for inspection and copying by any person, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records, with the exception of those records specifically exempted or made confidential by law.

### PROCEDURE:

Requests for public records may be made in person, by phone, in writing or by email to [elections@martinvotes.com](mailto:elections@martinvotes.com) and will be handled as expeditiously as practical once a request is received. If the request is complex and involves a variety of sources, data will be provided in phases, if necessary.

Requester is not required to provide identification and may remain anonymous. The request does not have to be in writing and the reason for requesting the information does not have to be stated.

Inspection of records will take place during normal business hours. Assistance will be provided free of charge except when extensive time by personnel is required to provide records (in excess of two hours). Use of personnel includes, but is not limited to, time to search for documents, redact exempt data, photocopy records, protect records during inspection and re-file records post inspection.

Most public records requests can be produced electronically and are able to be fulfilled without a charge.

Extensive use charges will be based upon labor costs of \$10.00 per hour after the first two (2) hours of personnel time is required.

Charges for public records requests are based on F.S. 119.07. Requests will require a deposit in the amount of the estimated cost to be made in advance. Cash is acceptable. Checks should be made

payable to: Martin County Supervisor of Elections. A receipt will be provided. All returned check fees will be the responsibility of the requester.

Extensive use charges will apply for any request that exceeds 30 minutes.

All requests from the media will be forwarded to the Supervisor of Elections or Chief Deputy.

Florida Statutes have established certain information is exempt from public record requests. When necessary, exempt information will be redacted as required by statute.

Retention and disposal of public records will be in accordance with General Records Schedule GS3 for Election Records and General Records Schedule GS1-L for State and Local Government Agencies, as established by the State of Florida Bureau of Archives and Records Management.

#### DEFINITIONS:

“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, 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.

“Agency” means any state, county, district, authority, or municipal officer, department, division, board, bureau, commission, or other separate unit of government created or established by law including, for the purposes of this chapter, the Commission on Ethics, the Public Service Commission, and the Office of Public Counsel, and any other public or private agency, person, partnership, corporation, or business entity acting on behalf of any public agency.

“Custodian of public records” means the elected or appointed state, county, or municipal officer charged with the responsibility of maintaining the office having public records, or his or her designee.

“Extensive Use” means a request that takes or is estimated to take longer than two (2) hours to fulfill.

“Extensive Use Charge” means the amount of \$10.00 per hour will be charged for any request after the first two (2) hours of filling said request.

“Requester” means the person or persons making a request to inspect and/or obtain copies of public records.

FEE SCHEDULE:

COPIES:

Charges for copies are in accordance with F.S. 119.07

Certified Copy	\$ 1.00
Duplicated Copies 8.5 x 11 or 8.5 x 14	First 5 pages No Charge
• Single page 1-sided	\$ .15
• Single page 2-sided	\$ .20

MAPS:

Precinct Maps 29" x 41 ½"	\$15.00
District Maps	
• Contact County GIS department for sizes and prices	772-223-4800

VOTER INFORMATION:

Per F.S. 119, there may be an additional Extensive Use fee to the fees disclosed below

	\$ .15 per page
Hard Copy Lists	\$ .20 per 2-sided page
CD's	\$ .85

ABSENTEE BALLOT INFORMATION \*\*\*

Primary Election	\$ 50.00
General Election	\$ 75.00

\*\*\*Pursuant to F.S. 101.62(3) this information is available to qualified candidates, registered political committees or political parties and others specified by law for political purposes only.