

**SCHOOL DISTRICT OF CLAY COUNTY
FEE SCHEDULE FOR DUPLICATION OF
PUBLIC RECORDS REQUESTS**



Pursuant to Florida Statute 119, the Board recognizes its responsibility to maintain the public records of this District and to make such records available to the public for inspection and reproduction. Any individual may inspect and request copies of public records of this District during the regular business hours of the office in which such records are maintained. "Public Records" are defined in State statutes; however, "public records" do not include student records, medical records, trial preparation records, confidential or investigatory records, records of release of which is prohibited by State or Federal Law, and any other exceptions set forth in Florida Law. No public record may be removed from the office in which it is maintained, except by a Board officer or employee in the course of the performance of his/her duties. The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the intent of this policy and applicable law. The Superintendent may develop administrative procedures regarding the inspection of public records and establish uniform fees for copies of documents not specifically listed. Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting, reviewing, and receiving copies of any record of this District, except student records and certain portions of personnel records.

One-sided duplications for paper size of up to 8 ½ X 11”**	15¢
One sided-duplications for paper size of 8 ½ X 14”**	20¢
Two sided duplications for any paper size*	Additional 5¢
Personnel Records or other single sheet duplications for copies requiring extensive use of information technology resources, computer programs and/or other electronic resources, -*plus actual cost incurred for labor cost of personnel providing the service.	30¢
Subpoenaed Employee Records – Includes applicants, current employees and past employees, - * plus actual labor cost incurred for labor cost of personnel providing the service – Payment required prior to duplication of files.	65¢
Computer Printout – Material readily available – no employee programming required	65¢
Labels*	50¢ per sheet
Attendance Zones/Maps*	Actual Cost of Duplication*
CD/DVD/Audio tape/Video tape*	Actual Cost of Duplication*
Certified Copy/Color Copy*	\$1 per page*
Microfiche & microfilm*	Actual Cost of Duplication*
*All records listed above are subject to the following pursuant to F.S. 119:	
* Extensive Records Special Service Charge - Defined as any request that takes more than 30 minutes to locate, review, process, compile, duplicate and re-file the requested material. "F.S. 119.07(4)(d), 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, <u>or both</u> , 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, <u>or both</u> . "F.S. 119.001(1), Actual cost of duplication means the cost of the material and supplies used to duplicate the public record, but <u>does not include</u> labor cost or overhead cost associated with such duplication."	Reasonable cost incurred for extensive use of information technology resources or the labor cost of personnel, or both.
NOTE: Copies shall be made by the appropriate staff members and reproduced within a reasonable time. Copies will be reproduced at such time which does not interfere with the normal work day. An estimate shall be provided to the requestor and will be due and payable in advance of the inspection or copying of any record.	

Board Approved: _____