

City of Bradenton Public Records Request Form

Date Submitted:

The following Public Records are requested for **copy** or **review** (please circle one):
(Please provide a detailed description of the records being requested in the spaces below)

Requestor's contact information (OPTIONAL):

Name:

Address:

Phone:

Email:

Contact information is OPTIONAL and is only needed in the event the requestor wishes to be contacted regarding the status of the request.

Alternatively, requested records can be made available for physical review reducing the need to reproduce records that may be determined to be unnecessary for the purposes of the request as well as reducing the cost related to reproducing any such records.

Please indicate above whether your request requires copies or if physical review would be adequate so that your request can be accommodated as effectively and efficiently as possible.

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Specific fees authorized by FS 119.07 may apply to Public Records requests requiring the use of materials and resources. For all other copies not addressed in the statute, a fee for the actual cost of duplication of the public records may apply.

<u>Description</u>	<u>Unit Cost</u>
8.5"x11" up to 8.5"x 14" - Black & White; single sided	\$0.15
8.5"x11" up to 8.5"x14" - Black & White; double sided	\$0.20
8.5"x11" up to 8.5"x14" - Color; each page side	\$1.00
11"x17" - Black & White; each page side	\$1.00
11"x17" - Color; each page side	\$2.50
Certified copies (per page certification up to 5 pages)	\$1.00
Certified copies (5 pages or more, in addition to copying fees)	\$5.00
CD or DVD	\$1.00
Audio Cassette	\$1.00
Video Cassette (outsourced)	cost to city

Cost related to expenses associated with administering the City's Comprehensive Plan, Land Use Regulations and Form Based Code as they relate to applications, permits, notifications and public hearings are established by City Resolution and are available upon request.

In addition to the actual cost of duplication, a reasonable fee based on the cost incurred for extensive use of information technology resources and /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 / or supervisory assistance required may be charged. The city will determine the personnel that are most appropriate to fulfill the request. The term "extensive" means more than 15 minutes expended by personnel to complete any of the tasks defined below.

"Use of information technology resources" includes the setup and implementation of information technology defined in FS 282.0041(14).

"Clerical or supervisory assistance" includes searching for and or locating the requested record, reviewing for statutorily exempt information, deletion of statutorily exempt information, preparing, copying and re-filing of the requested records.

The cost of mailing or shipping the requested material may also be added if the requestor asks that the material be delivered (instead of the requestor picking up the material in person). The requestor will be required to pay any estimated cost for extensive research, copying and mailing (if applicable) prior to personnel rendering such services. Any differences will be collected or refunded when the material is collected by the requestor and the requested material will not be released until all amounts due are paid in full. Fees may be paid by cash, check, credit card or money order and are payable to the City of Bradenton.