

**TRAILER ESTATES PARK AND RECREATION DISTRICT
PUBLIC RECORDS POLICY AND PROCEDURE PP 18**

This policy shall provide for access to all public records, both generated and received, which are included in the transactions of the official business of the Trailer Estates Park and Recreation District. Official recordings of the meetings shall be made available for copying or inspection in the form in which they are maintained. Public records may have to be altered to redact exempt or confidential information, such as certain medical information, social security numbers, etc. If such information is redacted from requested records, the District shall provide a written explanation as to why the district believes the information is exempt or confidential.

A charge shall be made for providing the requestor with copies of documents or recordings of such meetings. Requests for information will be processed as soon as possible. All public records in possession of the District will be made available for inspection upon request. However, if the nature or volume of the request is such as would require either extensive clerical work to compile the requested records or extensive supervisory assistance, staff will work with the requestor to provide the records as soon as possible.

PUBLIC RECORDS PROCEDURE

Access

1. Request access to review public records. Complete Request Form, (OPTIONAL).
2. Discuss timetable for review with office manager. If the records custodian determines that the request will require extensive clerical work to compile the requested records or extensive supervisory assistance or an extensive use of information technology resources, an advance deposit may be required before the request will be processed. The advance deposit amount will be based on an estimate of time necessary to complete the public records request. If the advance deposit is greater than the actual cost of completing the public records request, the difference will be refunded to the requestor. If the advance deposit is less than the actual cost of completing the public records request, the difference will be due when the request is satisfied. If an advance deposit is not required, the fee is due when the request is satisfied.

Duplication/Copies

1. Request public documents. Complete Request Form, (OPTIONAL).
2. Discuss the fee and timetable with office manager. If the records custodian determines that the request will require extensive clerical work to compile the requested records or an extensive use of information technology resources, an advance deposit may be required before the request will be processed. The advance deposit amount will be based on an estimate of time necessary to complete the public

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records request. If the advance deposit is greater than the actual cost of completing the public records request, the difference will be refunded to the requestor. If the advance deposit is less than the actual cost of completing the public records request, the difference will be due when the request is satisfied. If an advance deposit is not required, the fee is due when the request is satisfied.

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DISTRICT OFFICE REQUEST FORM

This form is not required, and is only used to assist District Office staff in providing the requested documents. Fee is due when the request is satisfied.

Date _____ Requestor (optional) _____

Material Requested _____

Review Date/Time _____

Office Personnel/Trustee/District Designee _____

Date Completed _____

Date Picked Up _____ Fee _____ Paid _____

Notes _____

Note: Public record requests requiring extensive clerical or supervisory assistance, extensive research (i.e. legal, paralegal, etc.), or extensive use of information technology resources may require an advance deposit and may be charged an additional fee on a case by case basis.

OFFICE PROCEDURE FOR PUBLIC RECORDS REQUESTS

1. When a request for public records/district documents is made, district staff may complete request form.
2. Questions may be asked about the request to clarify and facilitate completion of the request.
3. Requests will be fulfilled as soon as reasonably possible.
4. Public record requests will be handled in a professional, respectful, and courteous manner.
5. If the requested information is thought to be confidential or prohibited from being inspected by the public, district office staff will contact the Chairman of the Board of Trustees, who may consult with the Board Attorney. If the Chairman is unavailable, the 1st Vice or 2nd Vice will be contacted accordingly.
6. An additional fee may be charged for requests which require an extensive amount of clerical or supervisory assistance (more than 15 minutes), or an extensive use of information technology resources (for definition, see Government-in-the-Sunshine Manual, 2007 Edition, Volume 29, Part II: Public Records, Section L, Number 11b, p. 172).
7. Fees will be set according to the provisions of Florida Public Records Law, Chapter 119. Fees for requests requiring extensive assistance are calculated based on the information technology resources or labor costs actually incurred by the district (see Government-in-the-Sunshine Manual, 2007 Edition, Volume 29, Part II: Public Records, Section L, Number 11, p. 171- 172; Number 11c (1) and (2), p. 172 - 173).
8. If the records custodian determines that the request will require extensive clerical work to compile the requested records, an extensive amount of clerical or supervisory assistance (more than 15 minutes), or an extensive use of information technology resources, an advance deposit may be required before the request will be processed. The advance deposit amount will be based on an estimate of time necessary to complete the public records request. If the advance deposit is greater than the actual cost of completing the public records request, the difference will be refunded to the requestor. If the advance deposit is less than the actual cost of completing the public records request, the difference will be due when the request is satisfied. If an advance deposit is not required, the fee is due when the request is satisfied.