

Palm Harbor Fire Rescue Public Records Request Information

The Palm Harbor Special Fire Control and Rescue District (Fire District) fully embraces the letter and spirit of the Florida Public Records Law, Chapter 119, and Florida Statutes governing the public's right to access records held by the Fire District, and the constitutional right of access guaranteed by Article I, s. 24(a), Florida Constitution. In support of the public's right to access, the Fire District has established the following public records policy:

Palm Harbor Fire and Rescue District
Custodian of Records:

Fire Chief Scott Sanford
250 West Lake Road
Palm Harbor, FL 34684
(727) 784-0454

firechief@palmharborfd.com

Business hours: 8:00 A.M. -5:00 P.M. M-F

Public record requests may be made in writing, electronic mail, text message, telephone, fax, letter, or in person. The public records law does not require any person to identify themselves while making a request. A public records request will be addressed and handled in a reasonable time-frame during business hours.

Public Records Exemptions

The Fire District is responsible for protecting information defined as confidential or as otherwise exempt from public inspection or copying under the Public Records Law and this will be done according to the Florida Statutes.

Public Records Fees and Charges

1. **Duplication Costs** -Shall be applied uniformly throughout the Fire District in compliance with the Florida Statutes 119.07.

a. The charge for a duplication of a one-sided letter size (8-1/2" x 11"), legal size (8-1/2" x 14") or oversize (11" x 17") document, capable of being reproduced on existing District equipment, shall be fifteen cents (\$.15) per copy. Duplication of two-sided pages shall be twenty (\$.20) per copy.

b. The charge for copies of documents on microfilm or microfiche shall be actual cost.

c. For large, single documents not covered above (i.e. blueprints, maps, plats, etc.), the charge shall be the actual cost to the District for outside reproduction.

d. For books and other multi-page volumes printed by the District (i.e. annual budget, General Order 213 Page 4 | 5 various financial reports), the charge shall be the actual cost for outside reproduction.

e. The charge for a certified copy of a public record shall be one dollar (\$1.00) per certification, plus the applicable copying charges.

f. If a photographic reproduction is requested, the charge shall be the actual cost for outside reproduction.

g. The charge for copies of cassette tapes, video tapes or other such media shall be the cost to the District, plus any applicable labor charges.

h. The charge for output to any other medium (i.e. diskette, CD/DVD, tape cartridge, tape reel, etc.) shall be the cost to the District for such medium, plus applicable labor charges.

i. The Fire District will not accept Compact Discs (CD), Digital Video Discs (DVD) or thumb drives due to concerns relating to contracting computer viruses.

2. **Special Service Charges:** For extraordinary requests requiring more than 30 minutes of staff time, a special service charge will be imposed. Such charge shall be the result of the employee's hourly rate of pay, including benefits, multiplied by the actual time worked to accommodate the request and measure in tenths of an hour.

3. **Revenue Collection and Receipts:** A receipt for payment of costs associated with Public Records shall be given to the requestor upon payment of the levied fee. All fees collected shall be forwarded to the Office Manager for deposit in the District's general fund.

4. **Shipping** - U.S. postage or other shipping costs incurred in the delivery of records shall be included in the costs charged to the requester. Such charges will be waived if the requester provides a postage-paid envelope or other means of shipping.

5. **Fee Collection and Processing**

(a) When all allowable fees and charges applicable to a particular records request can be calculated in advance, and those fees and charges total more than \$25.00, the fees and charges must be collected in advance. If fees and charges are to be collected in advance, an invoice detailing all fees and charges must be provided to the requester.

(b) When actual allowable fees and cost(s) cannot be calculated in advance, a written estimate of all fees and cost(s) must be given to the requester and one-half of the estimated cost(s) must be collected in advance. If the requester accepts the estimate and prepays half of the estimated cost(s); the Fire District will proceed with the request and furnish the records upon receipt of the balance due.

(c) No sales tax is currently charged on public records fees.

(d) The Fire District accepts cash and checks or money orders made payable to the Palm Harbor Special Fire Control and Rescue District. Payments may be made in person or mailed to 250 West Lake Road Palm Harbor, Florida 34684.