



**Tammy Jones** ★ **LEVY COUNTY SUPERVISOR OF ELECTIONS**

421 South Court Street Bronson, Florida 32621

Phone (352) 486-5163 Fax (352) 486-5146 [www.votelevy.com](http://www.votelevy.com)

## **PUBLIC RECORDS REQUESTS**

### **POLICY**

1. The requestor is not obligated to fill out any forms, give his/her name, reason for the request, or sign for the request.
2. Payment is due in advance for all public records requests. Acceptable forms of payment are cash or check. Checks should be made payable to: Levy County Supervisor of Elections. All returned check fees will be the responsibility of the requester.
3. Requests for public records placed during an election cycle will require more time. Request fulfillment will take up to 7 business days during non-election cycles and up to 30 business days during election cycles. This is subject to change depending on the extent of the request. Large requests will be assessed on an individual basis. If the request exceeds the estimated preparation time, the requester will be notified.
4. Copies will be provided at the time of the request; however, large requests will require extra time and research. Any request which exceeds 15 minutes processing time will be charged an extensive use fee, as applicable.
5. Charges for public records requests are based upon F.S 119.07 (see Public Records Requests Charges & Fee Schedule)
6. Documents containing exempt information will have the information redacted and the Florida Statute number stating the reason for the redaction.
7. Extensive use charges will apply for any request that exceeds 15 minutes. This includes tasks such as the time it takes to search for hardcopy records, computer research, remove exempt data, photocopy a record, on-site inspection, photocopy redaction, protect the records during inspection, re-file the records, etc.
8. Inspection of records will take place during normal business hours. Records will be made available as quickly as is practical after a request is made. The office will provide deputy assistance free of charge for the first 15 minutes. Otherwise, extensive use charges will apply based upon labor costs of the personnel involved in providing the records. The Supervisor of Elections must advise the requester when the records will be available, if due to the nature and/or volume, it cannot be fulfilled at the time of the request.
9. Data requests will be given in the media format used by the Levy County Elections Office. Special media format requests will not be honored.
10. Records/Data requests can be mailed if requested. Additional postage will be estimated and paid in advance. If postage is less, a refund in the form of a check will be issued.
11. Retention and disposal of public records is in accordance with General Records Schedule GS3 for Election Records and General Records Schedule GS1-L for Local Government Agencies, as established by the State of Florida Bureau of Archives and Records Management.

The Levy County Supervisor of Elections Public Records Request Policy is based upon the following Florida Statutes: 97.0585, 98.045, 101.5607, 101.62, 106.07, 106.0706, 106.25 and 119.07



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### **PROCEDURES**

1. All requests for public records will be processed using the Public Records Data Request Form for the purpose of accurately fulfilling the request and recording the payment.
2. Staff may ask for contact information from the requestor in order to fill the request. However, the person requesting the public record is not obligated to give their name, reason for request or sign any documents to obtain the requested material (F. S. 119.07). If the requestor chooses not to give his or her contact information, staff will assign a file number. The requestor is given their file number and advised to follow up in order to make arrangements to pick up the requested information when the order has been processed. The requestor is responsible for following up to ensure their request is received.
3. Payment is due in advance for all public record requests.
4. If the records are requested to be mailed, the requestor is responsible for a postage fee.
5. Checks must be made payable to the Levy County Supervisor of Elections. The requestor is responsible to pay the returned check fee of \$35.00 on all returned checks.
6. A receipt will be completed and a copy given to the requestor. "Public Request and File Number" will be used as the name on the receipt if the person making the request does not offer their information. Method of payment will also be recorded upon the receipt.
7. Public record requests which are received via postal mail will time and date stamped and the envelope will be retained. Faxed requests will be time and date stamped upon receipt. E-mailed requests will be printed, reflecting time and date of receipt. If payment is not received with the request, staff will contact the requestor and request payment. The public records request will not be processed until payment is received.
8. EXEMPTIONS: Florida Statutes have established that certain information is exempt from public records requests. When necessary, exempt information will be redacted in order to process a request. A document with exempt information will be copied, the exempt information blacked out with a marker and then a copy of the document with the redaction will be given to the requestor. The original redacted copy will be shredded. The original record copy will be re-filled.
9. If extensive use charges apply to any record request, the requestor will be notified and payment will be expected in advance of the request being fulfilled. Please refer to the Public Records Request Charges and Fee Schedule for more information about extensive use charges.
10. Inspection of records will take place during normal business hours. Appointments will be made by the Supervisor of Elections after advising the requestor when the records will be available. The Supervisor of Elections may designate a staff member to remain with the records to supervise the inspection. Extensive use charges will apply for any inspections that are longer than 15 minutes and must be paid in advance. Please refer to the Public Records Request Charges and Fee Schedule for more information about extensive use charges.
11. Calls from the media regarding public records are forwarded directly to the Supervisor of Elections.