



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

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PUBLIC RECORDS REQUESTS

CHARGES & FEE SCHEDULE

Charges for public records are in accordance with F.S. 119.07(4)(a):

Duplicated copies of not more than 8.5 by 14 inches will be charged at a rate of 15 cents per one sided copy and 20 cents for each two-sided copy

Certified copies will be charged at \$1.00 per page, with county seal and signature

Requests of records to be faxed will be charged at \$5.00 up to 10 pages maximum

Requests of records to be e-mailed will be charged at \$10.00 up to 5MB

Digital GIS files are \$5.00 on CD or E-Mail

Cost for printed maps may vary, depending on the type of map requested

Cost of postage is at a rate of \$3.00

Extensive use charges are in accordance with F.S. 119.07(4)(d):

If the nature or volume of public records requested to be inspected, examined, 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, or both, 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, or both. "Information technology resources" means data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance, and training.

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, supervise the records during inspection, re-file the records, etc.