



# **Growth Management Services Records Management Program**

## **Public Records Policies and Procedures**

*Since 1909, Florida has had the most open Public Records Policy in the United States*

***Pursuant to Chapter 119, Florida Statutes, all state, county, and municipal records shall be open for personal inspection by any person.***

Pursuant to Chapter 119.07(1)(a)(b), Florida Statutes, a public record may be inspected and copied by any person desiring to do so, *at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian's designee.* Copies may be furnished for a fee prescribed by law for the "actual cost of duplication," meaning the cost of the material and supplies used to duplicate the record.

Chapter 119.07(4)(d), Florida Statutes, states that if the nature or the volume of public records to be inspected or copied pursuant to this subsection requires extensive use of information technology resources, extensive clerical or supervisory assistance by personnel, *the agency may charge in addition to the actual cost of duplication, a service charge based upon the cost incurred for extensive use of information technology and the labor cost of the personnel providing the service.*

Chapter 119.071(3)(b)1&2, Florida Statutes

(1) Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the *internal layout and structural elements* of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

(2) This exemption applies to building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency *before, on, or after the effective date of this act.*

Chapter 119.071(3)(c), Florida Statutes

<sup>4</sup>(c) Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel or motel development, which documents are held by an agency are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. This exemption applies to any such documents held by an agency before, on, or after the effective date of this act.

Chapter 119.071(4)(d)8, Florida Statutes, states that an agency that is custodian of personal information shall maintain the confidentiality of the personal information of an officer, employee, justice, judge, other person, or employing agency, *if a written request for confidentiality is submitted to the custodial agency.*

***The policies and procedures set forth by the Records Management Program will be enforced per Florida Statutes and the guidelines set forth by St. Johns County Board of County Commissioners Fee Schedule.***

### **Contact:**

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- ◆ Public Records will be accessible for inspection during normal working hours.
- ◆ If a request is made to *view* a Public Record, staff will accommodate the public to the best of our ability. There will be times when the information requested will entail a great deal of research and/or access to the record will require additional staff to retrieve the record. It is the policy of the Records Management Program to allow staff sufficient time to accommodate such requests in a timely manner.
- ◆ All requests made to *duplicate* a Public Record, will be processed to the best of our ability. If the request to duplicate will require *extensive effort*, the public is asked to please allow sufficient time for staff to accommodate the request. *Duplication that requires extensive effort will be charged the duplication fee plus actual overhead costs according to Chapter 119.07(4)(d), Florida Statutes.*
- ◆ Fees for duplicating Public Records will be adhered to according to the St. Johns County Board of County Commissioners Fee Schedule and the rules set forth by Chapter 119, Florida Statutes.
- ◆ The following Fee Schedule will be used:

1. General Fees	Photocopies (F.S. 119.07)	
	-one sided	\$0.15 per copy
	-two sided	\$0.20 per copy
	-certified	\$1.00 per copy
	-microfiche	\$1.00 per copy
	-media	\$1.00 per tape/cd
	-over 11 x17	\$5.00 per copy
	-color	\$1.00 per copy
	-postage/shipping	by weight/delivery type
2. Personnel Labor	-Ch. 119.07(4)(d), F.S.	\$10.59 per hour
3. E-Mail Archival Research		\$30.10 per hour
4. SJC Clerk of Courts	-tape	\$5.00 per tape
5. Minutes & Records	-certified per Article V	\$1.50 per copy
	-research	\$1.50 per year
	-CD	\$5.00 per CD
	-tape	\$5.00 per tape
6. All Offices	-Return Check Charge	\$20.00

**Certain Public Records are available on the Internet:**

**St. Johns County** <http://www.sjcfl.us/>

**Clerk of Courts** <http://www.clk.co.st-johns.fl.us/>

**Property Appraiser** <http://www.sjcpa.us/>

***If you would like the requested public record sent to you by E-Mail please contact the appropriate office.***