



PUBLIC RECORDS REQUEST FORM
(FORM IS DESIGNED TO BE COMPLETED BY STAFF
BUT PROVIDE COPY TO REQUESTOR)

Date of Request: _____

IMPORTANT NOTE TO STAFF: State law ensures the anonymity of people requesting public records. There is no requirement for a member of the public to give personal information or a reason for the request in order to request records. Also, it is imperative you acknowledge receipt of a public request for records as soon as possible.

VHS tape:	\$2	Paper (20 pages or more)	\$0.15 per page
Audio/Data CD:	\$1	Plans	\$2 (size 36" x 48")
DVD:	\$1	Certified Copy	\$1.00

Item(s) Requested	# of Pages	Cost
SUBTOTAL		
Staff time required to fill request: \$ _____ (hourly rate) x _____ (# of hours) = (Note: Should your request take less than 15 minutes there is no charge. Time spent copying is not billable.)		
TOTAL		

DEPARTMENT FILLING REQUEST: _____
DEPARTMENT CONTACT: _____
(NAME/PHONE) _____

Dependent upon material requested, it may take a number of hours or days to complete the order. If this is the case, how does the requestor want to be notified that the material is ready for pick-up? Requestor:

- Will call back to arrange pick-up.
- Would like material e-mailed to: _____
- Would like a phone call. Please contact at: _____
- Would like the material mailed to: _____

WARNING CONCERNING COPYRIGHT RESTRICTIONS/DISCLAIMER

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Public records provided to requestors are accomplished on the basis of the requests of individuals to exercise their right to inspect and copy public records in accordance with the provisions of the *Florida Statutes* and the *Constitution of the State of Florida*. The person obtaining copies of public records may be liable for any infringement of rights of owners under the copyright laws and any other violation of law. The City of Palm Coast does not condone the illegal use or reproduction of copyrighted materials in any form and does not accept any responsibility for the actions of public records requestors.

Should the requestor wish to remain anonymous, staff will provide the requestor with their name and extension number so the requestor may contact staff to pick up the requested material.
(Date form last revised: May 9, 2007 -- all other versions should not be used)