

ESCAMBIA COUNTY SUPERVISOR OF ELECTIONS PUBLIC RECORDS REQUESTS POLICY AND PROCEDURES POLICY

Inspection of Records – Record inspection will take place during normal business hours in an official Escambia County Supervisor of Election office or building. Records will be available within a reasonable time after a request is made. The office will provide supervision assistance free of charge for the first 30 minutes, otherwise, extensive use charges will apply based upon labor costs of the personnel involved in providing the records. All records are kept in their original format and file type. Requests to produce in another format may be subject to charges or denied. Per Florida Statute (F.S.) 119, agencies are not mandated to create new records to accommodate a request for information.

Retention and Disposal – The State of Florida Bureau of Archives and Records Management General Records Schedule GS3 for Election records and GS1-SL for local Government Agencies controls the retention and disposal of records.

Requests- Requests will be handled in a reasonable amount of time once the request is received. Extensive requests will be assessed on an individual basis.

Standing Requests – Florida’s Public Records law applies only to those documents in the custody of the Supervisor of Elections office at the time the request is made. Standing requests for public records will not be accepted or honored.

PROCEDURES

Making a request – Public records requests can be made by email to soe@escambivotes.gov, in writing, or in person. When a request is made, an acknowledgement will be provided to the requester.

Redactions – Exempt and confidential information will be redacted.

Payment – Payment pursuant to our Costs Schedule are due prior to the release of any records. Acceptable forms of payment are cash or check. Checks should be made payable to: Escambia County General Fund. All returned check fees will be the responsibility of the requester.

Outstanding Requests – Once a request is received, you will be contacted by our office to confirm receipt of your request and to provide payment information if appropriate. If payment is required under our costs schedule, the requester will have 30 days to remit payment. If the payment is not received in our office within the 30-day time period, the request will be closed, and a notification email will be sent to the requester. The request applies only to those records in the custody of the agency at the time of the request.

Production of records – Once processed, the record(s) will be available for retrieval via email or for pick up during normal business hours for hard copies. Responsive documents can be made available on a thumb drive at the cost of \$10 per thumb drive for either pickup or shipping plus postage. We do not accept data storage devices from outside sources, nor do we accept or supply other data storage devices.

COSTS SCHEDULE

Preparation costs - The first thirty minutes of staff time spent preparing and working on copies for your request is free. The requester will be charged \$25.00 per hour for any request that exceeds 30 minutes in addition to the cost of the copies. A deposit in the amount of the estimated cost will be required to initiate the request.

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

Copies 8.5 by 11-14" (Black & White)

One sided	\$0.15 page
Two sided	\$0.20 page
Certified Document	\$1.00 page

Extensive use charges – F.S. 119.07(4)(d) explains extensive use charges:

"If the nature or volume of public records requested to be inspected 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."

If extensive use charges apply to any records request, the requester will be notified, and payment, in the amount of 50% of the estimated charges, will be required in advance of the request being fulfilled. Records will be released once payment is received in full.