

MODEL RECORDS REQUEST LETTER

August 31, 2006

Mr./ (Ms.) _____.

[ADDRESS]

Tallahassee, FL 32308

Dear Mr./ (Ms.) _____:

The Department has received your records request dated _____. As of the date of your request, the records you have requested comprise approximately _____ pages.

Per 119.07(4), Florida Statutes, the Department charges up to 15¢ per one-sided copy, which is 14 inches by 8^{1/2} inches or less, and up to 20¢ for each two-sided copy. A charge of up to a \$1.00 per copy is assessed for a certified copy of a public record.

Per Department Directive 375, *Guidelines For Providing Public Records*, state agencies can collect a service charge, in addition to actual cost fees, when information technology resources or clerical or supervisory assistance is extensively used in fulfilling such requests. Records requests taking greater than 15 minutes of labor to locate, review for exempted information, copy, re-file, or otherwise make available the requested materials are susceptible to this service charge. Included with this letter is a Labor Costs Table outlining those fees that can be assessed for this additional resource utilization. The US postage, commercial shipping carrier or other costs incurred in the delivery of records will be included in the actual costs passed on to requester.

Please be aware, there is no fee for inspection of public records and a copy machine is on premises to allow you to make your own copies. The District Office containing the records you requested is:

District Office: [DISTRICT OFFICE]
[ADDRESS]

Records Custodian: [NAME OF RECORDS CUSTODIAN]
[PHONE NUMBER]

Public Records Hours: _____ to _____.

Please be advised that it is beyond our resources and legal requirements to grant a request that entails notifying or coping you on all future compliance or enforcement related public records. Of course, you are permitted to periodically inspect any public record or periodically make a public records request to obtain public records that may have developed since your last request. Should you need further assistance please do not hesitate to contact the records custodian.

Sincerely,

[RECORDS CUSTODIAN]

Enclosure: DEP 375, Attachment 1, Labor Costs Table