

SAN CARLOS ESTATES WATER CONTROL DISTRICT
PUBLIC RECORDS POLICY

As a public agency, the San Carlos Estates Water Control District (“District”) is subject to Chapter 119, Florida Statutes, regarding a request for the inspection and copying of public records of the District. This policy will describe the District’s process for responding to a legitimate public records request.

A public record is defined by Section 119.011(12), Florida Statutes, as:

““Public records” means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.”

Upon receipt of a legally enforceable public records request to inspect, and possibly copy, a District public record as defined by Florida law, the District Manager will determine, within a reasonable time, whether there are any District public records that are covered by the request. If there are public records of the District that are covered by the request, the Manager will then determine if the requested public record is either fully exempt, and therefore not subject to inspection, or if any part of the public record is exempt so that a redaction of the exempt part of the public record must be performed prior to the public record being inspected under the public records request.

Once the Manager has located and then inspected the public record and determined whether any exemptions apply related to the production of the public record for inspection, and once the Manager has redacted any exempt information from the public record that is required by law, the public record or records, covered by the request will be assembled for inspection. The Manager will then make contact with the individual making the public records request and will advise the requestor that a public record has been located and the Manager will make arrangements with the requestor for a date, time, and place for the requestor’s inspection of the public record.

The District does not currently have an official office so the Manager will use his or her discretion to select a date, time, and place where the inspection of the requested public record can

occur in the presence of the Manager or their designee. At no time will public records of the District be removed from the control and supervision of the Manager or their designee.

Upon inspection of the public records, the requestor can request copies of the inspected public records to be made by the District.

As authorized by Section 119.07, Florida Statutes, the Board of Supervisors has determined to:

1. Charge fifteen cents (\$.15) for one-sided copies made by the District on the District's copier that are no larger than 8 ½ inches by 14 inches;
2. Charge an additional five cents (\$.05) for the second side of a two-sided copy made by the District on the District's copier that is no larger than 8 ½ inches by 14 inches;
3. Charge the actual cost of duplication of all other copies of a public record (PLEASE NOTE, the District does not currently have a District copier and, as a result, at this time, copies will have to be made on a non-District copier owned by a third party so that the actual cost of duplication will be charged at this time and until a District copier is available for use);
4. Charge One and 00/100 Dollar (\$1.00) for a certified copy of a public record;
5. Charge, in addition to the duplication costs listed above, a reasonable special service charge for the extensive use of "information technology resources" or extensive "clerical or supervisory assistance" that is required of the District related to responding to a public record request based upon the nature or volume of the public record(s) being requested;
6. Charge such other charges as are authorized by Florida law or federal law.

Subsequent to receiving a public records request to inspect and/or to acquire copies of a public record of the District, and subsequent to the District Manager determining that there are public records of the District that are responsive to the public records request, the District Manager will forward a written confirmation to the public records requestor that advises them of a place, time and location of a public records inspection and which also advises them of any costs of the District described in this policy or Florida law or federal law that are chargeable to the public records requestor by the District.