



OFFICE USE ONLY:					
Tracking # _____	Dept. _____	Date _____	Time _____	Done _____	Time _____

St. Johns County Board of County Commissioners

Records Management

PUBLIC RECORDS REQUEST

Florida Constitution, Article I, Section 24(a)

“Every person has the right to inspect a copy of any public record made or received in connection with the official business of any public body . . .”

Florida Statute 119.011

“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 of any agency.”

Florida Statute 119.07

“Every person who has custody of a public record shall permit the record to be inspected and examined 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.”

Most County records are promptly available to the public upon request. However, to ensure file content is not compromised, files will not be loaned out and may not be removed from the County service counter. Copies of non-confidential, public records are available at the statutory rate of 15 cents per page, upon your request.

The information listed below is requested (**but not required**) to expedite your request and document file activity.

SUBJECT OR NAME OF FILE(S) OR RECORD(S):

1. _____
2. _____

TIME PERIOD: FROM _____ (MONTH, DAY, YEAR) **TO** _____ (MONTH, DAY, YEAR)

COPIES REQUESTED: YES ___ NO ___ **REVIEW OF FILE:** YES ___ NO ___

LIST RECORD(S) TO BE COPIED BELOW:

1. _____
2. _____
3. _____

The Contact Information Below is NOT Required

If you wish to be contacted when the records are available, please include the appropriate information:

NAME: _____ **SIGNATURE:** _____

ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP CODE:** _____

PHONE: _____ **EMAIL:** _____

NOTICE: The Florida Statutes provide guidelines for fees regarding the services involved in Public Records access and duplication. Fees may vary among departments. You may discuss the request and fee with the department holding the record. (Chapter 119.07(4)(d), F.S.) In addition, extensive use of information technology resources and/or extensive clerical or supervisory assistance by County personnel in retrieval of the requested public record(s) will require payment for the use of such information technology resources and/or labor cost of personnel providing the service. (Chapter 119.07(4)(d), F.S.)

NOTICE: A fee schedule is available on the St. Johns County Website at www.sjcf.us or via direct link at www.sjcf.us/media/FeeSchedule.pdf

NOTICE: Pre-payment may be requested in order to initiate extensive services or processes.

Information for the SJC Employee – Please read

St. Johns County Administrative Code

Section: Administration	Date Issued: January 1993 Updated: January 2005
Title: Public Review of County Records	Reference: F.S. 119 & F.S. 286 Administrative Procedure

104.3 Policy

Excerpt Regarding: "St. Johns County Public Records Request Form (Exhibit E)..."

"If the person requesting the record chooses not to complete the request form, the **County employee completes the form** to the extent possible based on information known or offered by the requestor."

104.7 Inclusion of Request Form

The Request Form will **be included** as a future part of the file, which was reviewed.

General Fees*

Photocopies	Fee
One-Sided	\$0.15 per Copy
Two-Sided	\$0.20 per Page
Other	Actual Cost
Certified	\$1.00 per Copy
Postage/Shipping	By Weight & Delivery Type
Check Return Charge	
<\$50	\$25.00
<\$300	\$30.00
>\$300	The greater of \$40.00 or %5 of face value

*The Florida Statutes provide guidelines for fees regarding the services involved in Public Records access and duplication. Fees may vary among departments however. You may discuss the request and fee with the department holding the record. (Chapter 119.07(4)(d), F.S.)

A published fee schedule is available on the St. Johns County public website www.sjcfl.us and directly via link: www.sjcfl.us/media/FeeSchedule.pdf

Instructions for submitting the form:

Clicking on SUBMIT will open Outlook and an email window with the form as an attachment.

To submit through another email application, complete the form, save it to your computer and send as an attachment to publicrecords@sicfl.us.

You can also fax to (904) 209-0806 or mail to: Public Records Contact
500 San Sebastian View
St. Augustine, FL 32084