



**CITY OF LABELLE
PUBLIC RECORDS POLICY**

**Issued: 9/3/25
Revised: 5/14/26**

SUBJECT: Public Records Requests

REFERENCE: Chapter 119, Florida Statutes; other Florida Statutes; and, the Florida Constitution.

PURPOSE: To establish policies and procedures for responding to requests for City public records that are subject to disclosure and establishing a schedule of fees for providing copies of such records as permitted by law.

POLICY:

- A. Pursuant to Chapter 119, Florida Statutes, City records, which fall within the definition of public records shall be open for inspection and copying at reasonable times, except when such public records are made confidential and/or exempt from disclosure under Chapter 119 or other Florida law.
- B. The City Clerk is the custodian of all public records and will process all requests for public records with the following exceptions:
 1. The Hendry County Sheriff's Office will process all public records requests for law enforcement related records.
 2. The Human Resources Department administers personnel and litigation records and will process all requests for those records.
 3. Routine requests for Department records that can be completed within 15 minutes or less will be processed by the Department's Records Custodian.
- C. The City promptly responds to all public records requests. The City's goal is to process all public record request within a reasonable amount of time; however, if a large volume of records is requested or a request involves extensive services to research, compile, review for redactions, and/or copy the requested records, then the request shall be processed as promptly as possible.
- D. Under Chapter 119, Florida Statutes, the City is not required to create a public record in order to respond to a public records request.
- E. Under Chapter 119, Florida Statutes, the City is not required to answer questions about the City's public records request.
- F. Pursuant to Chapter 119, Florida Statutes, the City will assess a special service charge for any public records request if the nature or volume of the public records requested to be inspected or copies requires

extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the City or both, which equals or exceeds fifteen (15) minutes of time.

- G. Fees will be calculated in accordance with the Schedule of Fees as follows:

Schedule of Fees

| Medium Type | Document Size/Time | Fee |
|----------------------------|--------------------|----------------------------|
| Hard copy | Up to 11" x 17" | \$0.15 per page/one-sided |
| Hard copy | Up to 11" x 17" | \$0.20 per page/two-sided |
| Hard copy – B&W Plans | 24"x 36" | \$4.00 per page |
| Hard copy – B&W Plans | 36"x 42" | \$8.00 per page |
| Hard copy – Color Plans | 24"x 36" | \$40.00 per page |
| Hard copy – Color Plans | 36"x 42" | \$80.00 per page |
| Certification of Documents | N/A | \$1.00 per copy |
| USB | N/A | Requestor must provide |
| All other copies | N/A | Actual cost of duplication |
| Research and Retrieval | 15 minutes or more | Employee's labor cost |

PROCEDURE:

A. General Processing of Requests for Public Records

1. Requests for public records may be received at various City Departments in person, over the phone and electronically. The request is not required to be in writing. However, in order to more efficiently provide the responsive records, the requestor may complete the Public Records Request Form (See Attachment A). Do NOT REQUIRE THE PUBLIC RECORDS REQUEST FORM TO BE COMPLETED.
2. All requests when received (whether by a Department or the City Clerk's Office) will be promptly acknowledge with a written acknowledgement provided to the requestor (if possible). The acknowledgement should be provided in the same manner as the request was received. All request must be tracked in the Public Records Request Tracking File.
3. Requests for public records shall be directed to the Department's Records Custodian for review of the nature of the request and determination of whether the request will be completed by the Department, or coordinated with the City Clerk in accordance with the policy. If the City Clerk's Office coordinated the request, the completed information will be returned to the City Clerk's Office for processing.
4. The Departments Records Custodian shall ascertain whether the request is for the inspection of records and/or copies of records.

B. Request for Inspection of Public Records

1. If the responsive public records are scanned, the Department Records Custodian or City Clerk shall review the public records and redact all information that is confidential and/or exempt from public disclosure pursuant to Florida law. The Department Records Custodian or the City Clerk shall set an appointment for the public records to be review in a public building under the supervision of the Department Records Custodian or City Clerk.
2. If the responsive public records are not scanned, the Department Records Custodian or City Clerk shall review the responsive public records and redact all information that is confidential and/or exempt. An appointment will be scheduled with the requestor to review the responsive records in a public building under the supervision of the Department Records Custodian or City Clerk.

C. Request for copies of Public Records

1. The Department Records Custodian or City Clerk shall review the records and determine the cost for researching and copying based on the fee schedule established herein.
2. The Department Records Custodian or City Clerk will contact the requester and inform the requestor of the cost (*including mail charges if records are to be mailed*) to provide the responsive public records and advise them that the responsive public records can be picked up or mailed to the requestor once payment has been received by the City.
 - a. If the responsive public records are to be picked up in person, a copy of the Public Records Request form shall be provided to the requester for submission to the Cashier with payment and the responsive public records shall be provided to the requester after payment to the Cashier.
 - b. If the responsive public records are to be mailed, the appropriate postage shall be included in the cost of the records. Upon the City's receipt of payment, the records shall be mailed to the requester.

D. Voluminous or Time Consuming Requests

1. If the public records request is for a large number of records or the request will require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the City, or both, the City shall estimate the cost of providing the responsive records. The estimation of cost shall include the estimated time it will take (after the first 15 minutes) to research,

compile, review & redact, copy, scan, and/or other related actions in order to provide the requested public records.

2. If the estimation of cost exceeds Twenty-Five dollars (\$25), the City shall advise the requestor and request that the requestor pay the estimated cost of the request prior to the City continuing any further work (i.e., more than 15 minutes) on the request. Once the estimated cost amount is received from the requestor, the City shall work on providing the responsive records. If it takes less time than was estimated, the City will refund any excess amount paid to the City by the requestor. If the request takes more time than estimated, the City will work up to the amount paid (provide the responsive records up to that point) and then request and additional amount from the requestor to complete the request (see attached Exhibit B).

E. Failure to Pay

1. If a requestor fails to pay the applicable costs for the responsive records requested and prepared by the City, the requestor shall not receive any further public records from the City until it pays for the public records request and prepared by the City.

F. Records Management

1. All requests for public records shall be held for a period of one (1) year.
2. Once retention requirements have been met, a Records Disposition form shall be completed for destruction of the requests. (available on in City Clerk's Office). All records destruction shall be in compliance with Florida Statutes.

Prepared By:

Tijauna Warner, Deputy City Clerk

Date

Approved By:

Julie C. Wilkins, Mayor

Date

Attachments

- A Public Records Request Form
- B Public Records Estimate Charges