



Florida Keys Aqueduct Authority

Excerpt from: 48-101.003 AGENCY ORGANIZATION AND OPERATION (3) ACCESS TO PUBLIC RECORDS

Public Records and Public Information Request Policy and Procedures Policy:

It is the policy of the Authority to operate in an open and transparent manner. The State of Florida's Open Government Laws shall at all times be strictly complied with by the Authority.

Purpose:

The purpose of this policy is to make available public records for public inspection and copying pursuant to Section 119.011(11) of the Florida Statutes, and to provide for the provision of Public Information. The Florida Statutes define public records as:

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 business by an agency.

Public Records Requests:

a. Public records may be inspected and/or copies may be obtained under the following procedures:

1. A request for public records shall be directed to the public records custodian or designee. A request can be received either by telephone, e-mail, fax, verbally or by written means.

2. The public records custodian or designee will then enter the request in a log with a clear description of record(s) requested, date and time requested, date and time record(s) presented to requester, and the requester's name if available.

3. The custodian will then process the request then or within a reasonable time given the nature of records requested:

a. The custodian will prepare an invoice charging fees of 15 cents per one sided copy for copies that are 14 inches by 8 ½ inches or less, and 20 cents for each two-sided duplicated copy. The first ten (10) copies will be provided free of charge.

b. Or if the nature or volume of public records to be inspected or copied requires extensive use, i.e., more than one (1) hour of staff's time to compile using information technology resources, i.e., computers, scanners, etc., or extensive clerical or supervisory assistance, or both, a charge based on the cost actually incurred by the Florida Keys Aqueduct Authority for such extensive use of information technology resources or personnel will be assessed.

Public Information Requests:

A Public Information Request is a request that does not entail the inspection or copying of an existing record, but requires an employee of the Authority to compile information, data, etc., from records or provide for the production of a new public record. A Public Information Request which requires extensive research, extended analysis of the Authority's records or specialized expertise to prepare a response, must be approved by the Executive Director or his designee and if more than one (1) hour of staff's time is required to compile such information a charged based on the cost actually incurred will be assessed.