



SUWANNEE COUNTY
ELECTIONS

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PUBLIC RECORDS REQUESTS
Effective January 5, 2021

CHARGES & FEE SCHEDULE

Payment is due in advance for all public records requests. Acceptable forms of payment are cash or check. Checks should be made payable to: Suwannee County Supervisor of Elections. All returned check fees will be the responsibility of the requester.

Charges for public records are in accordance with F.S. 119.07(4)(a):

Duplicated copies of not more than 8.5 by 14 inches will be charged at a rate of 15 cents per one sided copy and 20 cents for each two-sided copy

Certified copies will be charged at \$1.00 per page, with county seal and signature

Requests of records to be faxed will be charged at \$5.00 up to 10 pages maximum

Requests of records to be e-mailed will be charged at \$10.00 up to 5MB

Request of records on a CD (must be provided by SOE or brand new in unopened package) will be charged \$10.00

Request of records on a Jump Drive (must be provided by SOE or brand new in unopened package) will be charged \$10.00

The file format for data files is a text file with comma-separated values (CSV). Open using Excel or a compatible database program.

Cost of postage is at a rate of \$3.00

Extensive use charges are in accordance with F.S. 119.07(4)(d):

If the nature or volume of public records requested to be inspected, examined, or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both. "Information technology resources" means data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance, and training.

Extensive use charges will apply for any request that exceeds 15 minutes. This includes tasks such as the time it takes to search for hardcopy records, computer research, remove exempt data, photocopy a record