



SUWANNEE COUNTY
ELECTIONS

Jennifer M. Kinsey
Supervisor of Elections
302 Pine Ave. SW, Live Oak, FL 32064
(386) 362-2616
www.SuwanneeVotes.com

PUBLIC RECORDS REQUESTS
Effective January 5, 2021

PROCEDURES

1. To request publicly available records or data send a complete description of what you're looking for to suwanneesoe@suwanneevotes.com, mail to Suwannee County Supervisor of Elections, 302 Pine Ave., SW, Live Oak, FL 32064, or personally bring the request to our office. This is for the purpose of accurately fulfilling the request and recording the payment.
2. Staff may ask for contact information from the requestor in order to fill the request. However, the person requesting the public record is not obligated to give their name, reason for request or sign any documents to obtain the requested material (F. S. 119.07). If the requestor chooses not to give his or her contact information, staff will assign a file number. The requestor is given their file number and advised to follow up in order to make arrangements to pick up the requested information when the order has been processed. The requestor is responsible for following up to ensure their request is received.
3. Payment is due in advance for all public record requests.
4. If the records are requested to be mailed, the requestor is responsible for a postage fee.
5. Checks must be made payable to the Suwannee County Supervisor of Elections. The requestor is responsible to pay the returned check fee of \$35.00 on all returned checks.
6. A receipt will be completed and a copy given to the requestor. "Public Request and File Number" will be used as the name on the receipt if the person making the request does not offer their information. Method of payment will also be recorded upon the receipt.
7. Public record requests which are received via postal mail will be time and date stamped and the envelope will be retained. Faxed requests will be time and date stamped upon receipt. E-mailed requests will be printed, reflecting time and date of receipt. If payment is not received with the request, staff will contact the requestor and request payment. The public records request will not be processed until payment is received.
8. EXEMPTIONS: Florida Statutes have established that certain information is exempt from public records requests. When necessary, exempt information will be redacted in order to process a request. A document with exempt information will be copied, the exempt information blacked out with a marker and then a copy of the document with the redaction will be given to the requestor. The original redacted copy will be shredded. The original record copy will be re-filled.
9. If extensive use charges apply to any record request, the requestor will be notified and payment will be expected in advance of the request being fulfilled. Please refer to the Public Records Request Charges and Fee Schedule for more information about extensive use charges.
10. Inspection of records will take place during normal business hours. Appointments will be made by the Supervisor of Elections after advising the requestor when the records will be available. The Supervisor of Elections may designate a staff member to remain with the records to supervise the inspection. Extensive use charges will apply for any inspections that are longer than 15 minutes and must be paid in advance. Please refer to the Public Records Request Charges and Fee Schedule for more information about extensive use charges.
11. Calls from the media regarding public records are forwarded directly to the Supervisor of Elections



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POLICY

1. We will make our best effort to provide or direct you to existing records that are available. However, we are not required to create new records. We are also not required to compile or customize data to fulfill a request.
2. The Supervisor of Elections will not accept request in the form of an attachment due to security purposes. Requests must be made in the body an email.
3. 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.
4. Requests for public records placed during an election cycle will require more time. Request fulfillment will take up to 7 business days during non-election cycles and up to 30 business days during election cycles. This is subject to change depending on the extent of the request. Large requests will be assessed on an individual basis. If the request exceeds the estimated preparation time, the requester will be notified.
5. Copies will be provided at the time of the request; however, large requests will require extra time and research. Any request which exceeds 15 minutes processing time will be charged an extensive use fee, as applicable.
6. Charges for public records requests are based upon F.S 119.07 (see Public Records Requests Charges & Fee Schedule)
7. Documents containing exempt information will have the information redacted and the Florida Statute number stating the reason for the redaction.
8. 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, on-site inspection, photocopy redaction, protect the records during inspection, re-file the records, etc.
9. Inspection of records will take place during normal business hours. Records will be made available as quickly as is practical after a request is made. The office will provide deputy assistance free of charge for the first 15 minutes. Otherwise, extensive use charges will apply based upon labor costs of the personnel involved in providing the records. The Supervisor of Elections must advise the requester when the records will be available, if due to the nature and/or volume, it cannot be fulfilled at the time of the request.
10. Data requests will be given in the media format used by the Suwannee County Elections Office. Special media format requests will not be honored.
11. Records/Data requests can be mailed if requested. Additional postage will be estimated and paid in advance. If postage is less, a refund in the form of a check will be issued.
12. Retention and disposal of public records is in accordance with General Records Schedule GS3 for Election Records and General Records Schedule GS1-L for Local Government Agencies, as established by the State of Florida Bureau of Archives and Records Management.



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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

