

PUBLIC RECORDS REQUEST

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 department or office.

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

SUBJECT OR NAME OF FILE(S) OR RECORD(S) TO BE REVIEWED:

1. _____
2. _____

TIME PERIOD: From _____ TO _____
Month, Day, Year Month, Day, Year

COPIES REQUESTED: YES _____ NO _____

COPY ENTIRE 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: _____

ADDRESS: _____

TELEPHONE NUMBER: () _____ E-MAIL: _____

SIGNATURE: _____

INTERNAL USE ONLY:

Tracking Number _____ Department & Contact Person _____

Date: _____ Time: _____

Date Completed: _____ Time: _____