

## **823 - ACCESS TO PUBLIC RECORDS**

The School District of Auburndale shall allow persons to have access to School District records in accordance with ss. 19.33 to 19.39 and this policy. No new record will be created because of a request.

The District Administrator is designated as the legal custodian of records for the School District.

The School District will prominently display a notice providing information for any "requester" to make a request. The legal custodian for the School District, established times and places the public may obtain access to records and information as to learn of current fees.

A requester must present his or her request in writing. The request must be reasonably described and must not be without reasonable limitation as to subject matter or length of time represented to be a sufficient request. The requester shall be charged a fee for the cost of copying and locating records as follows:

1. The fee for photocopying shall be twenty five (25) cents per page.
2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
3. The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio or video tapes shall be charged.
4. E-mails designated as closed or client confidential are not considered open to the public unless determined that the reason for the confidentiality of the communication no longer exists.
5. Reproduced e-mail shall be twenty five (25) cents per page, plus the cost of retrieving the e-mail/s which is set at \$20.00 per hour. Should the retrieval of e-mails involve retrieval from the archives, costs to the requester would be set at \$100.00 per hour.
6. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
7. A fee may be charged for locating a written document or record. Requested information requiring significant research or locating time will have an added charge for staff time required at a cost of calculating the school employee's hourly salary and fringe benefits to acquire or attempt to acquire the information. Should this charge be estimated to exceed

seventy-five (75.00) dollars, the District will notify the requester in advance. Partial hours will be charged as an entire hour.

8. The legal custodian may require a cash deposit of 50% of anticipated costs, if the estimated costs exceeds ten (10.00) dollars.
9. The legal custodian may provide copies of a record to appropriate elected officials and employees at no cost.
10. The legal custodian may provide copies of a record without charge or at a reduced charge whenever he or she has determined that it is in the public interest.

Adopted: January 26, 2005

Revised: February 15, 2017

Posted: January 27, 2005