

**FLORIDA STATE UNIVERSITY SCHOOLS  
POLICY MANUAL  
SCHOOL ADMINISTRATION  
CHAPTER 3.0**

**3.51**

**COPYING OF PUBLIC RECORDS**

- I. Copies of public records may be obtained by making a request to the [Florida State University](#) Office of the General Counsel as the designated Custodian of Public Records. Charges for copies of public records not exceeding 8 ½” x 14” in size shall be fifteen (15) cents for each one-sided copy or twenty (20) cents for each two-sided copy, unless a different fee is otherwise prescribed or permitted by Florida Statutes. A one-dollar (\$1.00) fee shall be assessed for a certified copy of a public record.
- II. The Director or designee shall charge audio, video, and other materials at rates as established.
- III. Copies shall be made by the appropriate staff members and reproduced at a time, which does not interfere with the normal work duty.
- IV. [FSUS has a "reasonable time" to respond to a records request, so no definite timeframe applies. The timing depends on the facts and circumstances of each request. If the request is extensive, voluminous, or includes exempt information requiring redaction, FSUS's response time will vary. FSUS is not required to comply with a deadline stated in the request.](#)

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAWS IMPLEMENTED:** 119.07; 119.08; 1001.43, 1001.52, F.S.

**HISTORY:  
ADOPTED:**

**REVISION DATE(S):**

**FORMERLY: 2.10**