

**PENSION BOARD POLICIES
FIREFIGHTERS & POLICE OFFICERS
PENSION FUND OF THE CITY OF TAMPA**

Policy Number: 818
Policy: Public Records Requests
Eff. Date: 05/27/04 12/16/10 12/16/15
Ref: Board Minutes, Florida Statutes

POLICY:

Public records requests are to be provided within a reasonable time at a reasonable cost in compliance with Chapter 119, Florida Statutes, and charges for such public records requests are not to exceed the statutory provisions.

At present, the costs charged are:	Copies	15 cents each
	Labels	30 cents per sheet
	CDs/DVDs	\$5.00 each
	USB flash drives	cost
	Staff time	cost of labor when request is extensive (including salary and benefits)

Public record requests must be prioritized within existing staff workload and deadlines.

Extensive public record requests are those requiring extensive clerical or supervisory assistance or extensive use of information technology resources or any public records request requiring extensive staff time to compile, including redacting information that is exempt from public disclosure under the state statutes or confidential medical records.

Any public records request requiring more than fifteen (15) minutes of staff time to compile will be considered to be extensive and will require that an estimated cost for completion be provided to the requestor for advance approval by the requestor. Extensive public records requests with an estimated cost in excess of \$20.00 require that the estimated amount be paid in advance. Once the final, actual cost has been calculated at the completion of the preparation of the extensive public records request, if the actual cost exceeds the estimated cost already paid, any additional payment will be required upon receipt of the records. When the paid estimated cost exceeds the actual cost, a refund shall be prepared and returned to the requestor as soon as possible within the next monthly pension accounts payable cycle.

In calculating the cost of labor for the personnel associated with the special service charge for the completion of replying to an extensive public record request, the personnel's salary, as well as benefits will be included. This charge will apply both to inspection and copying of records.

In order to have a public record request fulfilled, the individual making the public record request must first pay any money due for previous public record requests.

While the pension office prefers payment by check or money order, the pension office will accept cash payment up to \$20.00.

Payment for public record requests of \$20.00 or less is due prior to delivery of the records.

Payment for public record requests estimated to be in excess of \$20.00 is due upon acceptance/approval of the estimated cost and authorization to proceed.